Microsoft Windows 10
One Day Course

The Subject

This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows 10. In this course, you will familiarise yourself with the basics of personal computers, customise Windows 7, and manage file and folders.

Course Objective
You will use a personal computer loaded with Microsoft Windows 7 to help you acquire the latest skills in computers.

Pre-requisites
No experience of Windows is required. In fact, no PC experience is necessary for this course. Experience in a previous version would be an advantage. Basic ability to use of the mouse and keyboard is required.

Course Contents

Module 1 - Windows Basics

- Getting Started
- Identifying Opening Screens
- The Windows 10 Theme
- Navigating in Windows
- Moving the Mouse
- Clicking the Mouse
- Opening the Start Menu
- The Windows 7 Start Menu Vs Windows Classic
- To switch on the 'Windows Classic' Start Menu
- Opening the Start Menu (continued)
- Dragging the Mouse
- Moving Icons
- Right-Clicking the Mouse
- Activating Shortcut Menus
- Double-Clicking the Mouse
- Opening Windows
- Closing Windows

Module 2 - Using Windows

- Working with Windows
- Identifying Parts of a Window
- Identifying Icons
- Moving a Window
- Maximizing, Restoring, and Minimizing a Window
- Resizing Windows
- Scrolling in a Window
- Opening Multiple Windows
- Switching between Windows
- Using Menus and Dialog Boxes
- Using Menu Commands
- Identifying Dialog Box Elements
- Using List Boxes
- Help and Support and the Theme
- Help and Support
- Opening Help

- Browsing and Picking Help Topics
- Using Search
- Exiting Help and Support

Module 3 - Working with Programs

- Using WordPad
- Starting Windows 7 Programs
- Creating a WordPad Document
- Using Toolbars
- Saving a New Document
- Working with Text
- Printing a Document
- Closing and Exiting
- Using Paint
- Opening a Document
- Using the Paint Tool Box
- Using the Colour Box
- Switching between Programs
- Sharing Information between Programs

Module 4 - Managing Files

- Starting Explorer
- Using the Windows Explorer
- Changing Window View Options
- Using the Toolbar
- Note on Windows Toolbars
- Arranging Icons and Lists
- Creating a New Folder
- Copying and Moving Files Using Windows Explorer
- Viewing Drives and Folder Contents
- Creating and Deleting Folders
- Renaming Files and Folders
- Copying and Moving Files Using Cut, Copy & Paste
- Using Undo
- Finding a File
- Recycling
- Deleting Files
- Recovering a file from the Recycle Bin
- Emptying the Recycle Bin

Module 5 - Customising Windows

- Customising Windows
- Changing Windows Settings
- Selecting a Background
- Using Screen Savers
- Changing Appearances
- Controlling the Mouse
- Working with Shortcuts
- Creating Shortcuts
- Renaming Shortcuts
- Deleting Shortcuts
- Working with the Start Menu
- Adding a Program to the Start Menu
- Removing a Program from the Start Menu