

Module 1 –Getting Started in Windows 10

- Operating Systems
- Logging on to Windows 10
- The Windows 10 Desktop
- The Start Menu
- Apps vs Desktop Applications
- Working with Start Menu Apps
- The Taskbar
- Using Desktop Effects
- Shutdown or Log Out

Module 2 – File Management

- Storage
- File, Folders, & Drives
- Using Windows Explorer
- Creating Folders
- Creating Desktop Shortcuts
- Searching for Apps, Files, and Other Information
- Using the Recycle Bin
- Using Flash Drives

Module 3 – Windows Tools & Applications

- Windows Apps
- Creating a Letter using WordPad
- Using the Calculator
- Saving Your Work
- Using Paint to Learn Copy & Paste
- Using the Snipping Tool

Module 4 – Customizing the Desktop and Using Help

- Customizing the Desktop
- Customizing the Lock Screen
- Creating Desktop Shortcuts
- Customizing the Task Bar
- Customizing the Start Menu
- Getting Help

Module 5 – Using Microsoft Edge

- Starting Microsoft Edge
- What is a Search Engine
- Search Tips and TechniquesMicrosoft Edge Features
- The Hub
- The Address Bar
- Web Notes
- Using the Reading List