

Course duration

- 5.0 hours

Course Benefits

- Learn to log into Windows and start exploring.
- Learn to luse a variety of efficiency tools in Windows.
- Learn to work with files and folders.
- Learn to use new features available in Windows 10.
- Learn to use Microsoft Edge.

Available Delivery Methods

Self-Paced

Learn at your own pace with 24/7 access to an On-Demand course.

Course Outline

1. Logging On to Windows and Exploring the Windows 10 Interface
 1. Logging on to Windows 10
 2. Switching Users
 3. Creating a New User Account
 4. The Windows 10 Interface
 5. The Windows 10 Taskbar
 6. Using Aero Peek
 7. Using the Notification Area
 8. Viewing the Desktop
 9. Pinning Programs to the Taskbar
 10. Navigating Using Jump Lists
 11. Opening a Jump List from the Taskbar
 12. Pinning an Item to a Jump List
2. Getting Started with Windows 10
 1. Using Windows
 2. Use Window Buttons
 3. Use Aero Snap
 4. Exploring the Windows 10 Tools
 5. Windows 10 Calculator
 6. Cortana

7. Using File Explorer to Locate Files and Folders
8. Working with Files and Folders in Windows 10
9. Create New Files and Folders
10. Delete Files and Folders
11. Windows 10 Help and Support
3. Exploring Windows 10 New Features
 1. Using the New Start Menu
 2. Locate an App
 3. Using Task View
 4. Windows Store
 5. Windows Hello
 6. Photos App
 7. Write with Your Finger or a Stylus
4. Using Microsoft Edge
 1. Browsing the Web Using Microsoft Edge
 2. New Features of Microsoft Edge
 3. Search from the Address Bar
 4. Preview Tabs by Hovering
 5. The Hub

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Follow-on Courses

- [Introduction to Microsoft Word 2016 Training](#)
- [Introduction to Microsoft PowerPoint 2016 Training](#)
- [Introduction to Microsoft Outlook 2016](#)
- [Introduction to Microsoft Excel 2016 Training](#)