

Microsoft Windows 10: Transition from Windows 7

Course Summary

Description

Mobile devices are becoming increasingly popular. As a result, many business professionals find themselves regularly performing a greater number of work-related tasks, from a variety of devices. You may find yourself included in this group of multiple-device users. But, you still perform a majority, or at least a large part, of your work from a desktop or a laptop computer.

With the release of Microsoft Windows 10, Microsoft has made strides in bridging the gap between your laptop or desktop PC and a variety of mobile devices. Developing an understanding of how to accomplish your day-to-day work tasks in this new environment will push you one step closer to being able to comfortably work from a number of platforms, and a number of devices, nearly anywhere you go. Once you've gained a foundational understanding of how to operate within the Windows 10 environment from your PC, you'll be able to take full advantage of the many sharing, storing, and multi-platform benefits inherent in the Windows 10 operating system.

Objectives

After taking this course, students will be able to:

- Navigate the Windows 10 environment.
- Work with apps and desktop applications.
- Use Cortana and Edge.
- Manage Windows 10.
- Secure your computer.
- Use Backup and Recovery Tools.

Topics

- Navigating the Windows 10 Environment
- Working with Apps and Desktop Applications
- Using Cortana and Edge
- Managing Windows 10
- Securing Your Computer
- Using Backup and Recovery Tools

Audience

This course is designed for students who wish to switch from using a PC running on the Microsoft Windows 7 operating system to using a PC running on the Microsoft Windows 10 operating system in a business or work-related environment.

Prerequisites

To ensure success, you should have a prior working knowledge of the Windows 7 operating system and be proficient in the general use of personal computers and related peripheral devices. Specific tasks you should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders. To meet these prerequisites, you can take either of the following courses:

- Windows 7: Transition from Windows XP
- Microsoft Office Windows 7: Level 1

Duration

One day

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Course Outline

- I. Navigating the Windows 10 Environment**
 - A. Log In to Windows 10
 - B. Navigate the Desktop
 - C. Navigate in Tablet Mode
- II. Working with Apps and Desktop Applications**
 - A. Customize the Start Menu and Taskbar
 - B. Use Windows 10 Apps and Desktop Applications
 - C. Multitask with Apps and Desktop Applications
 - D. Use File Explorer
- III. Using Cortana and Edge**
 - A. Get to Know Cortana
 - B. Use Cortana as a Personal Assistant
 - C. Browse the Web
- IV. Managing Windows 10**
 - A. Configure Settings
 - B. Use the Desktop Administrative Tools
- V. Securing Your Computer**
 - A. Set New Password Types
 - B. Use Windows Defender
 - C. Use Other Security Features
- VI. Using Backup and Recovery Tools**
 - A. Use File History
 - B. Repair Your System
- VII. Appendix A: Continuum Navigation**