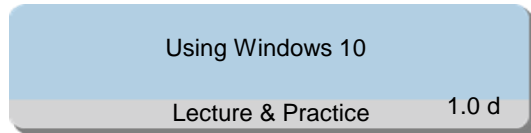




INTRODUCTION TO WINDOWS OPERATING SYSTEM

Training Path



Target Audience

This course is designed for end users who want to be familiar with computers and who need to use the features and functionality of the Windows 10 operating system for personal and professional reasons.

Prerequisites

- None

Objectives

In this course, participants will learn the features and functionality of the Windows 10 operating system for professional and personal use.

Training Content

Lesson 1

- Accessing Windows 10
- Topic A: Navigate the Windows 10 Desktop
- Topic B: Manage the Start Menu
- Topic C: Sign In to Windows 10

Lesson 2

- Working with Files and Folders
- Topic A: Manage Files and Folders with File Explorer
- Topic B: Store and Share Files with OneDrive
- Topic C: Multitask with Open Apps

Lesson 3

- Customizing the Windows 10 Environment
- Topic A: Customize the Start Screen
- Topic B: Customize the Desktop

Lesson 4

- Installing and Removing Devices
- Topic A: Manage Printers
- Topic B: Manage Peripheral Devices



Lesson 5:

- Supporting Printers
- Printer Technologies
- Install, Configure, and Maintain Printers