



# MS Windows 10/Multimedia Course



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# Computech Technology Center

## Microsoft Windows 10 Intro/Intermediate Course Outline

### Overview

Welcome to Microsoft® Windows® 10 Intro/Intermediate. Whether you're new to computers or have used them in the past, this class will help you become more comfortable using the Windows 10 Operating System and a personal computer (PC). This course will help you to define what a PC is, and familiarize you with the Windows 10 user interface and its basic capabilities. In this course, you will explore Windows 10, learn how to create documents, send email, and browse the Internet, using Windows Multimedia, online safety and security and share information between applications and with other users.

### Audience

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

### At Course Completion

After completing this course, students will be learn about and be able to:

- Access Windows 10.
- Use Windows apps and desktop applications to complete day-to-day tasks, including installing new apps and multitasking with multiple programs.
- Work with files and folders by using File Explorer and OneDrive.
- Use Cortana as your virtual personal assistant and use Edge for web browsing.
- Customize the Windows 10 environment.
- Install and remove printers and peripheral devices.
- Use Windows 10 security features to create more secure passwords and protect your device against common attacks.

## Chapter 1 Introduction to Personal Computers

1. Identify Personal Computer Functionality,
2. Personal Computer Formats
3. How Computers Store Data,
4. Storage Unit Capacities,
5. How Computers Organize Data,
6. The Mouse and its Components,
7. Moving the Mouse and How the Mouse Detects Movement,
8. Making Selections with the Mouse,
9. Right Clicking and Context Menus,
10. The Drag-n-Drop Technique,
11. Double Clicking vs. Single Clicking,
12. Double Clicking a Program Icon and Closing a Window,

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13. The Keyboard and How it is Laid Out,
14. The Main Number Keys and Special Characters,

### Chapter 2 Computer Hardware

15. Desktop and Mobil Devices,
16. Desktop vs. Mobile Devices,
17. PC Hardware Components,
18. PC Ports and Connectors
19. Peripheral Devices,
20. The USB Technology,
21. USB Devices,
22. Install USB Devices,

### Chapter 3 The Operating System

23. Operating System Functions,
24. Common Operating Systems,
25. From DOS to Windows 10,

### Chapter 4 Exploring Windows 10

26. What is Windows,
27. Log On to Windows,
28. Explore the Desktop,
29. Desktop Icons Explained,
30. Icon Types and Properties,
31. Icons Link to Actual Items,
32. Benefits of Program Shortcut Icons,
33. Work with Windows,
34. Explore the Start Menu,
35. Change User, Sign Out, Restart,
36. Sleep, Shutdown, Hibernation,
37. Navigate Desktop Applications,
38. Scrollbars and How they are Used,
39. The Quick Launch Toolbar,
40. Virtual Desktops,
41. Tablet Mode,

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42. Navigate Windows Apps Features,
43. What is Cortana
44. Navigate the Cortana Virtual Assistant App,
45. Use Cortana as a Personal Assistant,

### Chapter 5 Customizing the Windows Desktop

46. Customize the Start Menu,
47. The Most Frequently Used Programs List
48. The Pinned Items List,
49. Pinning and Unpinning Items,
50. The Taskbar,
51. Customize the Taskbar,
52. Notification Area,
53. Searching,
54. Personalize the Desktop,
55. Moving the Taskbar to a Different Side of the Desktop,
56. Changing the Date and Time Properties,
57. Add Gadgets to the Desktop,

### Chapter 6 Managing Folders and Files

58. Navigate to Folders Using File Explorer,
59. Work with Folders and Files,
60. Secure Folders and Files,
61. Organize Folders and Files,
62. Libraries,
63. Folder Properties,
64. Folder Options,
65. Copy, Cut and Paste,
66. Copying and Moving Information Between Folders,
67. Recycle Bin,
68. Delete Objects,
69. Search for Folders and Files,
70. Multitask with Open Apps
71. Cloud Storage,
72. Microsoft OneDrive,
73. Store and Share Files with OneDrive,
74. Synchronizing Devices,
75. Storage Devices,
76. External Storage Devices,
77. Copy or Move Files from/to a USB Flash Drive,
78. Copy or Move Files from/to a Cell Phone,

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### Chapter 7 Managing Windows Settings

- 79. Windows User Accounts,
- 80. Create a Local User,
- 81. Create a Microsoft User ID,
- 82. Manage User Accounts,
- 83. The Windows Control Panel,
- 84. Change Display Settings,
- 85. Uninstall a Program,

### Chapter 8 Using Common Tools and Programs in Windows

- 86. Create a Document in WordPad,
- 87. Work with the Calculator,
- 88. Capture Screens Using the Snipping Tool,
- 89. Customize a Graphic with the Paint Tool,
- 90. Install Apps from Windows Store,
- 91. Calendar,
- 92. People,
- 93. Photos,
- 94. My Music, (Groove Music),
- 95. Movies and TV,
- 96. Voice Recorder
- 97. Video Editor
- 98. News Weather and Info Apps,
- 99. Maps,

### Chapter 9 Browsing the Internet

- 100. Get Familiar with the Internet,
- 101. Choosing an ISP and Getting Connected,
- 102. Web Browsers,
- 103. E-mail,
- 104. E-mail Providers,
- 105. Create an e-mail account,
- 106. Browse Websites Using Edge,
- 107. Web Search Engines,
- 108. The Copyright,
- 109. Download and Install an App or a Desktop Program,

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### Chapter 10 Installing and Removing Peripheral Devices

- 110. Manage Printers,
- 111. Manage Peripheral Devices,

### Chapter 11 Using Windows 10 Security Features

- 112. Manage Passwords and Privacy Levels,
- 113. Windows Update,
- 114. Configure Windows Update,
- 115. Planning a Backup Strategy,

### Chapter 12 Networking and System Updates

- 116. Network,
- 117. Wired and Wireless Network,
- 118. Connect to a Wired Network,
- 119. Connect to a Wireless Network,

### Chapter 13 Online Safety and Security

- 120. Computer Security Risks,
- 121. Windows Security,
- 122. Family Safety,
- 123. Computer Virus,
- 124. Windows Firewall,
- 125. Antivirus,
- 126. Antispyware's,

### Chapter 14 Printing and Scanning

- 127. Preview a Document,
- 128. Print Current Document,
- 129. Print a Selected Information,
- 130. Print a Page Range,

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- 131. Print Multiple Copies,
- 132. Print to the PC,
- 133. Manage Scanners,
- 134. Scanning Documents and Pictures,

## Chapter 15 Windows Multimedia

- 135. Windows Media Player,
- 136. Introducing to Windows Media Player,
- 137. Ripping CD's,
- 138. Copying CD's and DVD's,
- 139. Transferring Music from a CD to the PC,
- 140. Transferring Music from the PC to a CD,
- 141. Transferring Music, Photos and Videos from a Cell Phone to the PC,
- 142. Transferring Music, Photos and Videos from the PC to a Cell Phone,
- 143. Basic Music and Audio Editing,
- 144. Basic Photo Editing,
- 145. Basic Video Editing,
- 146. Connecting a Laptop to a TV with HDMI,
- 147. The Bluetooth Technology,
- 148. Bluetooth Devices,
- 149. Casting Video and Audio from PC/Cell Phone to TV,
- 150. Create a Slide Show with Pictures and Music Background,
- 151. Create a Basic Movie,

## Chapter 16 PC basic Tune Up

- 152. The Disk Cleanup Utility,
- 153. Disk Defragmentation,
- 154. Error Checking Utility,
- 155. Task Manager,