

# Windows 10 Creators Update Outline

TABLE OF CONTENTS

WINDOWS 10 CREATORS UPDATE LEVEL 1 - INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN WINDOWS 10 CREATORS UPDATE?

LESSON 1 - BASICS

1.1 OPERATING SYSTEM BASICS

1.2 A LOOK AT THE DESKTOP

1.3 USING THE MOUSE

1.4 USING THE KEYBOARD

1.5 OPENING AND CLOSING WINDOWS

1.6 MINIMIZING AND MAXIMIZING WINDOWS

1.7 MOVING A WINDOW

1.8 RESIZING A WINDOW

1.9 SWITCHING BETWEEN WINDOWS

1.10 USING THE RIBBON

1.11 USING SHORTCUT MENUS

1.12 NAVIGATING THE START MENU

1.13 USING HELP

1.14 SHUTTING DOWN YOUR COMPUTER

LESSON SUMMARY – THE FUNDAMENTALS

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - WORKING WITH FOLDERS AND DISKS

2.1 A LOOK AT WINDOWS DISK ORGANIZATION

2.2 WORKING WITH NAVIGATION PANE

2.3 USING THE FOLDER TREE

2.4 WORKING WITH THE QUICK ACCESS AREA

2.5 NAVIGATING USING THE ADDRESS BAR

2.6 CHANGING WINDOW VIEW

2.7 SORTING AND FILTERING THE CONTENTS OF A FOLDER

2.8 GROUPING THE CONTENTS OF A FOLDER

2.9 CHANGING EXPLORER LAYOUT

2.10 SETTING FOLDER OPTIONS

2.11 CREATING A NEW FOLDER

2.12 CREATING A SHORTCUT TO A FOLDER

LESSON SUMMARY – WORKING WITH FOLDERS AND DISKS

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

## LESSON 3 - FILE AND FOLDER MANAGEMENT

3.1 RENAMING FILES AND FOLDERS

3.2 COPYING FILES AND FOLDERS

3.3 MOVING FILES AND FOLDERS

3.4 DELETING FILES AND FOLDERS

3.5 RESTORING A DELETED FILE

3.6 EMPTYING THE RECYCLE BIN

3.7 SEARCHING FOR A FILE OR FOLDER

3.8 SELECTING MULTIPLE FILES AND FOLDERS

3.9 WORKING WITH FILE PROPERTIES

3.10 COMPRESSING FILES AND FOLDERS

3.11 SHARING FILES AND FOLDERS

LESSON SUMMARY – WORKING WITH FILES AND FOLDERS

LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

## LESSON 4 - WORKING WITH APPLICATIONS

4.1 OPENING APPLICATIONS FROM THE START SCREEN

4.2 SWITCHING BETWEEN PROGRAMS

4.3 OPENING AND CLOSING A DOCUMENT

4.4 ENTERING AND EDITING TEXT IN WORDPAD

4.5 SELECTING TEXT

4.6 CUTTING, COPYING AND PASTING TEXT

4.7 INSERTING SPECIAL CHARACTERS

4.8 FORMATTING TEXT

4.9 SETTING PARAGRAPH TABS

4.10 SAVING A DOCUMENT

4.11 CREATING STICKY NOTES

4.12 SNIPPING THE SCREEN

4.13 ORGANIZING YOUR SCHEDULE USING THE CALENDAR APP

4.14 ORGANIZING CONTACTS WITH THE PEOPLE APP

4.15 FORCING AN APPLICATION TO CLOSE

4.16 WORKING WITH THE PHOTOS APP

LESSON SUMMARY – WORKING WITH APPLICATIONS

LESSON 4 QUIZ

LAB 4 – ON YOUR OWN

## LESSON 5 - CUSTOMIZING THE START SCREEN AND DESKTOP

5.1 MOVING THE TASKBAR

5.2 WORKING WITH TASKBAR TOOLBARS

5.3 MODIFYING TASKBAR SETTINGS

5.4 ADDING APPLICATIONS TO THE TASKBAR

5.5 ADDING ITEMS TO THE START SCREEN

5.6 CUSTOMIZING THE START SCREEN

5.7 CHANGING THE DESKTOP BACKGROUND

5.8 CHANGING THE DESKTOP THEME

5.9 CHANGING THE THEME COLOR

5.10 WORKING WITH TASK VIEW

## 5.11 SWITCHING TO TABLET MODE

LESSON SUMMARY – CUSTOMIZING THE START MENU AND THE DESKTOP

LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

## LESSON 6 - ADJUSTING COMPUTER SETTINGS

6.1 ABOUT THE SETTINGS APP

6.2 MODIFYING DATE AND TIME PROPERTIES

6.3 ADDING A SCREEN SAVER

6.4 SETTING POWER MANAGEMENT OPTIONS

6.5 CUSTOMIZING YOUR DISPLAY

6.6 MODIFYING NOTIFICATION & ACTION OPTIONS

6.7 SETTING FILE EXPLORER OPTIONS

6.8 UNINSTALLING APPLICATIONS

6.9 CHANGING DEFAULT PROGRAMS

6.10 CHANGING THE FILE TYPE ASSOCIATED WITH A PROGRAM

6.11 CHANGING DEVICE SETTINGS

6.12 MODIFYING ACCOUNT SETTINGS

6.13 ADMINISTRATOR ACCESS TOOLS

LESSON SUMMARY – ADJUSTING COMPUTER SETTINGS

LESSON 6 QUIZ

LAB 6 – ON YOUR OWN

## LESSON 7 - USING INTERNET TOOLS

7.1 SETTING UP AN INTERNET CONNECTION

7.2 STARTING MICROSOFT EDGE

7.3 BROWSING A WEB PAGE

7.4 CREATING FAVORITES

7.5 ADDING FAVORITES TO THE FAVORITES BAR

7.6 DELETING FAVORITES

7.7 USING TABBED BROWSING

7.8 MICROSOFT EDGE SETTINGS

7.9 SEARCHING THE INTERNET

7.10 SEARCHING USING CORTANA

7.10 USING THE MAIL APP

LESSON SUMMARY – GOING ON THE INTERNET

LESSON 7 QUIZ

LAB 7– ON YOUR OWN

CLASS PROJECT

INDEX