

Windows Basics

This 4-hour introductory course covers the basics of Microsoft Windows. The session is almost exclusively hands on with exercises reflecting everyday examples. At session completion, participants should be able to use basic components of Windows, manipulate program windows, manage files and folders, personalise the user interface, use Cortana, understand data storage and navigate drives (including network drives), folders and files, use the Recycle Bin, able to search Windows, and manage user accounts.

Getting Started

- What Is Windows
- User Logon to Windows
- The Windows Desktop, Start Menu, and Taskbar
- Search the Web
- Searching Windows
- Windows Store Apps (Win 8, 10)
- Shutting Down Your Computer

Personalising the User Interface

- Customising the Start Menu
- Working with tiles (Win 8,10) Moving, Sizing, Groups, Turning Live Tiles on and Off, Removing Tiles
- Pinning Apps/programs to the Start Menu and Taskbar
- Creating Desktop Shortcuts
- Changing the Lock Screen and the Desktop Background
- Changing Your Account Picture

Help and Support

- The F1 key
- The Search/Audio input box

Desktop Windows

- Starting Programs
- File Explorer: The Toolbar, The Folder tree and the Files pane
- Minimising, Maximising, Resizing, Moving, Viewing multiple Windows
- Switching Between Open Programs
- Snapping Windows
- Task View
- Virtual Desktops explained
- Creating a New Virtual Desktop
- Scrolling
- Closing Programs

Programs

- Locating Installed Software
- Installing new Software
- Uninstalling Software correctly

Using Common Windows Apps

- Windows Mail
- Working with Mail. Adding accounts, composing, sending etc
- The Calendar
- Opening PDFs (Adobe Acrobat is recommended)

Data Storage on Your Computer

- Understanding Data Storage in Windows
- Understanding the importance of File Explorer
- Opening File Explorer
- Viewing Storage Areas/Devices Using File Explorer
- Viewing Network Connections

Folders

- Understanding and navigating Folder Hierarchy (folder tree)
- Understanding Personal Folders (user specific)
- Creating, Copying, Moving, Renaming, Deleting Folders
- Viewing and understanding the “Path”

Files

- File types explained (doc, pdf, mp3, jpg, xls, dbm, bak, exe, lib etc.)
- Creating a simple text (txt) File
- Looking at files in Windows
- Copying, Renaming, Selecting, Replacing, Moving and deleting Files
- File attributes
- File associations
- Deleting Folders containing Files

The Recycle Bin

- Understanding the Recycle Bin
- Sending Files to the Recycle Bin
- Restoring Files from the Recycle Bin
- Emptying the Recycle Bin

Quick Access Locations

- Understanding Quick Access Locations
- Adding/removing a location in Quick Access

Searching and Sorting Files

- Understanding File Searches in Windows
- Searching Using File Explorer
- Using “wildcards” in filenames (e.g. * and ?)
- Sorting Files in a Folder
- Modifying View Settings

User Accounts

- User Accounts explained
- Creating a Local Account
- Switching Users
- Changing Your Password
- Changing Your Account Name
- Controlling User Accounts

Security and Protection

- Computer Security explained – Windows defender + Norton, Kaspersky, AVG etc.
- Windows Firewall Settings
- Malware Protection Settings
- Windows Update

Computer Maintenance

- Viewing System Properties
- Hardware Devices
- Tidying the Desktop
- Performing a Disk Clean-up
- Power Options explained
- Defining your own Power Plan