

# Course : Windows 10, getting started

*Practical course - 1d - 7h00 - Ref. DPM*  
*Price : 450 € E.T.*

This training course covers how to get to grips with Windows 10. You'll learn how to personalize your desktop, manage your files and folders, find information on the Web and use installed software.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Discover and customize your Windows 10 interface
- ✓ Using your installed applications efficiently
- ✓ Manage and organize your files and folders
- ✓ Facilitate your search for information on the Web

## Intended audience

Anyone who needs to use Windows 10.

## Prerequisites

Anyone using Windows.

## Practical details

### Exercise

Several application exercises.

### Teaching methods

Active teaching based on exchanges, examples, practical exercises and evaluation throughout the course.

## Course schedule

### PARTICIPANTS

Anyone who needs to use Windows 10.

### PREREQUISITES

Anyone using Windows.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 1 The Windows 10 interface

- Understand the workstation and its components.
- Use the Start menu and the new application view.
- Identify Windows 10 thumbnails.
- Discover the "Active applications" button and the Notification Center.
- Switch from PC to tablet mode.
- Master the new personalization settings window.
- Customize background, colors and lock screen.

### Hands-on work

Discover the Windows 10 interface, using the Start menu and thumbnails. Change colors, background and lock screen.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## 2 Desktop, windows and installed applications

- Find and launch your applications.
- Classify applications from A-Z.
- Add, delete and set application "thumbnails".
- Pin an application to the taskbar and start screen.
- Snapping side-by-side windows with Snap Assist.
- Create virtual desktops.
- Navigate between virtual desktops.

### Hands-on work

Launch an application, add a thumbnail. Pin an application, manage windows and use virtual desktops.

## 3 The intelligent explorer and its new tools

- Get to grips with the file explorer.
- Create and manage folders and files.
- Organize, sort or group files.
- Copy and move files and folders.
- Compress a folder.
- Use the "Search tools" tab and the advanced search options.
- Pin a folder to "Quick access" and to the start screen.

### Hands-on work

Manipulate files and folders with Explorer. Add a folder to the list of quick-access folders.

## 4 Useful Windows 10 applications

- Browsing the Internet with "Microsoft Edge".
- Add a page to favorites and manage favorites.
- Capture and annotate a page or zone for sharing.
- Use the "Playlist" pane.
- Get to grips with the Cortana voice assistant.
- Use Cortana as a search engine for personal files and the Web.
- Discover what's new in the Photos application.

### Hands-on work

Search the Web with Edge, annotate a page and share it. Use Cortana to search for information.

