

Course : Windows 10, mastering your desktop

Practical course - 2d - 14h00 - Ref. TIV
Price : 890 CHF E.T.

Get to grips with your Windows 10 workstation with this course that teaches you how to customize your desktop, manage your files, find information on the web and use installed software.

Teaching objectives

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

- ✓ Setting up and securing your workspace
- ✓ Mastering and using your applications and media effectively
- ✓ Installing applications and programs
- ✓ Configuring and using native Windows 10 applications
- ✓ Facilitate and secure your search for information on the Web

Intended audience

Anyone using Windows 10.

Prerequisites

No special knowledge required.

Practical details

Exercise

Theoretical input, exchanges, experience sharing, demonstrations, tutorials and case studies

Teaching methods

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

Course schedule

PARTICIPANTS

Anyone using Windows 10.

PREREQUISITES

No special knowledge required.

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 Windows 10 interface and configuration

- Find your way around the workstation and identify its components.
- Configure accounts, Start menu.
- Set workstation and display language.
- Connect a peripheral device or printer.

Exercise

Discover the Windows 10 interface.

2 Desktop and installed applications

- Locate installed applications.
- Use the taskbar and multitasking.
- Expand the office.
- Create virtual desktops.
- Navigate virtual desktops.

Exercise

Configure desktop layouts, launch an application.

3 File explorer

- Use the file explorer.
- Create and manage folders and files.
- Organize, sort or group files.
- Copy and move files and folders.
- Pin, delete and customize.
- Manage recycle garbage can.

Exercise

Organize folders and files.

4 Cortana and Microsoft Edge

- Define and identify Cortana.
- Discover Microsoft Edge.
- Surfing the Web.
- Create and manage favorites.
- Set playback mode.
- Annotate and share a Web page.

Exercise

Use Cortana.

5 Communication tools and native Windows 10 tools

- Handle Calendar, Mail and Contacts tabs.
- Find your marks with Cartes.
- Discover what's new in the Photos application.
- Configure the Windows 10 Weather.
- Use the Video application.

Exercise

Configure and use native applications.

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.

6 Applications and programs

- Get applications from Windows Store.
- Install/uninstall a program/application.
- Repair or delete programs.
- Changing default programs in Windows 10.
- Run the troubleshooting utility.

Exercise

Install, adjust and uninstall programs.

7 Security and updates

- Choose the update installation mode.
- Manage the firewall.
- Understanding Windows Defender.
- Backup and restore files.
- Recovering files in Windows 10.

Exercise

Configure security.