

# Windows 10 e-learning channel

**Practical course - 1d - 08h55 - Ref. 8WI**  
**Price : 190 CHF E.T.**

Have you ever wondered how to navigate your computer's various applications with ease, customize your user experience or secure your system against online threats? This specialized channel on Windows 10 will enable you to easily configure your workstation and customize it to your needs. You'll learn how to recognize your computer's main components, configure the various settings to your liking and perform first-level troubleshooting. Ready to transform the way you interact with your computer?

## PARTICIPANTS

Anyone who wants to get to grips with the Windows 10 environment quickly.

## PREREQUISITES

Basic computer skills.

## 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.

## Teaching objectives

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

- ✓ Start your computer or tablet.
- ✓ Perform basic manipulations.
- ✓ Launch an application.
- ✓ Manage windows.
- ✓ Use Windows' built-in Edge browser.
- ✓ Understand how to start up and connect to your computer or tablet.
- ✓ Manage applications and windows.
- ✓ Manage your files with the File Explorer.
- ✓ Store files online on OneDrive.
- ✓ Personalize your working environment.
- ✓ Get to grips with the Windows 10 environment.
- ✓ Manage folders and files.
- ✓ Optimize file storage.
- ✓ Personalize your environment.
- ✓ Get information about your storage device.
- ✓ Check device status.
- ✓ Find the right tools to maintain a storage device.
- ✓ Solve problems related to device drivers.
- ✓ Know Microsoft error codes and determine the cause of certain faults in order to resolve them.
- ✓ Observe the symptoms of an Internet access failure, determine the causes and restore normal operation.
- ✓ Understand network connection through IP addressing, how a DHCP server works and possible connections.
- ✓ Optimize a machine's network connection.
- ✓ Diagnose and troubleshoot the system to restore normal network operation.

### 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## Intended audience

Anyone who wants to get to grips with the Windows 10 environment quickly.

## Prerequisites

Basic computer skills.

## Practical details

### Digital activities

The Office structure: Cloud-based software installation, recorded courses, expert videos and best practice sharing.

### Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message...) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

### Pedagogy and practice

A wealth of content produced by trainers following a rigorous pedagogical approach. During each course, operational cases are commented on by experts to help learners put into practice what they have just learned. To help learners anchor their memory, each content item is broken down into short sequences of 3 to 10 minutes. This enables each learner to learn dynamically and independently.

## Course schedule

### 1 Windows 10, knowing the essentials to use your computer or tablet efficiently

- Discover the Windows 10 environment.
- Manage applications and windows.
- Discover the file explorer.
- Save applications.
- Customize environment and user account.

### 2 Windows 10, using your workstation

- Discover Windows 10.
- Getting to grips with windows and applications
- Explore the computer.
- Organize files and folders.
- Optimize file management.
- Customize your environment.

### 3 Windows 10, maintaining and troubleshooting your peripherals

- The disc.
- The drivers.
- Typical examples of device failures.