CONTINUING EDUCATION
Course Outline

Computer Fundamentals with Windows 10

Develop the skills you need to effectively use a computer. Start by exploring Windows 10, and discover the tools that aid your productivity, such as program controls, the Start menu, the taskbar, apps, basic word processing and email. Then, learn about file management, including how to create and save files and folders. Finally, get best practices for conducting Internet searches effectively while protecting yourself against threats. Some elements requiring a Microsoft account may be demonstrated but not practiced.

Who Should Take This Course?

This course is for individuals who have little or no background, knowledge, or experience in computers and who need to use personal computers at home or the office.

Course Objectives

- Explore basic computer components and the Windows 10 desktop
- Start and control apps
- Create an online account
- Work with apps
- Use email
- Find files
- Store files
- Use the Internet
- Conduct research on the Internet
- Use settings and help

Course Info

- Length: 14 hours
- Format: Classroom instruction, demonstration and lab
- Prerequisite: None

Course Content

Explore basic computer components and the Windows 10 desktop
- Log in to the computer using a username and password
- Describe the basic layout of the Windows 10 desktop screen
- Use the mouse to right-click and drag
- Work with the Start menu
- Shut down the computer correctly

Start and control apps
- Minimize, maximize, resize and move app windows
- Describe the basic features of the Windows 10 taskbar
- Multi-task effectively using the taskbar
- Access commands using the notification area
- Use the Action Center

Create an online account
- Describe why we use online resources
- Understand the basics of cloud computing
- Create a free Microsoft account
- Connect your Microsoft account to Windows 10
- Understand account verification

Work with apps
- Use common features found in drop-down menus and on toolbars, Ribbons and scroll bars
- Use the mouse effectively as the appearance and function of the mouse pointer changes
- Type and edit text in an app
- Cut or copy text, and paste it into another location
- Save files or copies of files on OneDrive

Use email
- Create a properly formatted email address
- Send and receive emails, including those with attachments
- Create folders and organize emails using Outlook.com
- Identify spam and other email threats

Find files
- Describe and use various storage devices
- Use file explorer to locate files and folders
- Plug in and properly unplug a USB flash drive
- Identify different types of folders used by Windows
- Find files and folders with File Search

Store files
- Create new folders and subfolders for organizing your files
- Move or copy folders and files from one location to another
- Delete folders and files, and if necessary, restore them from the Recycle Bin
- Use OneDrive to store your files and folders
- Upload to and download from OneDrive

Use the Internet
- Use a World Wide Web address to go directly to a website
- Identify the main components of a web address
- Use Microsoft Edge to browse the web
- Create a favorite with Microsoft Edge
- Use the Hub in Microsoft Edge

Research on the Internet
- Use Google to perform a basic search
- Use Google to search for images
- Save Web Notes
- Protect yourself from web threats
- Complete a complicated search

Use Settings and Help
- Search your computer using the new Search program
- Use Cortana to talk to your computer
- Change the screen resolution and Desktop background
- Change the power options
- Update Windows 10

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend 80* percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can request a Course Completion/CEU letter online.

*Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at **www.greenriver.edu/accessibility**.