



# Windows 10

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Take command of the Windows 10 interface by understanding its features and capabilities. Topics include navigating and customizing the Windows 10 environment; using Windows apps and desktop applications; working with files and folders; browsing the internet with Microsoft Edge; installing devices; and security features. Some elements requiring a Microsoft account may be demonstrated but not practiced.

## Who Should Take This Course?

This course is for individuals who are familiar with computers and who need to use the features and functionality of the Windows 10 operating system for personal and/or professional reasons.

## Course Objectives

- Recognize the core features of Windows operating systems as well as those introduced with Windows 10; set-up a primary account on a newly installed Windows 10 system; and navigate the Windows 10 interface
- Use both legacy desktop apps as well as new Windows Store apps; and find and install new Windows apps
- Manipulate files and folders using File Manager; use common storage locations and special folders; and manage external devices such as USB drives and printers
- Use Microsoft Edge and Internet Explorer, and configure other network applications such as OneDrive and Mail
- Identify and change Windows settings; use accounts and other Windows features to secure your computer; and perform simple maintenance tasks such as updates and backups
- Configure the appearance of Windows; arrange the Start menu and taskbar to your liking; and personalize privacy settings

## Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: experience with personal computers, desktop applications and the Internet

## Course Content

**Recognize the core features of Windows operating systems as well as those introduced with Windows 10; set-up a primary account on a newly installed Windows 10 system; and navigate the Windows 10 interface**

- Learn about Windows 10's major features, both in Windows 10 itself, and those it shares with earlier Windows editions



- Identify the Windows 10 edition you need; and set-up a suitable user account on a newly installed Windows 10 computer
- Navigate the Windows 10 interface, including basic mouse and keyboard functions; desktop elements; Task View and virtual desktops; and Tablet Mode

**Use both legacy desktop apps as well as new Windows Store apps; and find and install new Windows apps**

- Explore the common interface elements in both desktop apps and Windows apps, the difference between the two types, and the apps that come pre-installed with Windows
- Use the Store app to install new Windows apps; manage your existing apps; and uninstall both Windows and desktop apps

**Manipulate files and folders using File Manager; use common storage locations and special folders; and manage external devices such as USB drives and printers**

- Use File Explorer and the Open and Save windows to navigate your computer, create folders, and manipulate files and folders; and become familiar with the ribbon, keyboard and mouse commands used for managing files
- Learn about the commonly used file locations on your computer, including personal and public folders, Quick access locations, libraries and system locations; use the Recycle Bin; and clean up disk space
- Install and configure common external devices, such as USB storage, Bluetooth devices and printers

**Use Microsoft Edge and Internet Explorer and configure other network applications such as OneDrive and Mail**

- Navigate with Microsoft Edge, configure its settings, take Web Notes, add extensions and open legacy sites in Internet Explorer
- Use and configure cloud and network apps relying on user accounts, including OneDrive, Mail, Calendar, People and Skype
- View network settings, connections and homegroup and workgroup settings to share resources

**Identify and change Windows settings; use accounts and other Windows features to secure your computer; and perform simple maintenance tasks such as updates and backups**

- Access and configure Windows system settings, such as changing default apps, power settings, or accessibility features; and know how to manage your tasks using Task Manager
- Understand the security threats you face and how to use Windows Defender, Windows Firewall and multiple user accounts to defend against them
- Keep your system up-to-date, back-up your data and troubleshoot problems

**Configure the appearance of Windows; arrange the Start menu and taskbar to your liking; and personalize privacy settings**

- Customize the Windows desktop, lock screen, Start menu and taskbar
- Configure privacy settings both for Windows 10 itself, and for its included web browsers; and disable Windows app access to various operating system features and devices



## 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. To request a Course Completion/CEU letter, please visit <https://www.greenriver.edu/students/academics/continuing-community-education/course-completion/>.

\*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at [dss@greenriver.edu](mailto:dss@greenriver.edu); by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit [www.greenriver.edu/student-affairs/disability-support-services.htm](http://www.greenriver.edu/student-affairs/disability-support-services.htm).

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.

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