

Windows 10 Introduction/Migrate

Contents Page

1. Getting Started

Getting started with Windows 10: overview, the lock screen, the login screen, the desktop screen (desktop mode) and start screen (tablet mode), switching between desktop mode and tablet mode.

2. Interacting with Windows 10

Touch controls and gestures (tablet mode), mouse controls and keyboard shortcuts (desktop mode)

3. Working with Live Tiles in Start (desktop mode and tablet mode)

The Start Screen (tablet mode) and Start Menu (desktop mode), moving tiles, adding and removing tiles, resizing tiles, interactive exercise.

4. Logging Out, Shutting Down, and Restarting

Logging out, shutting down, and restarting Windows 10

5. Working with the Desktop and Windows (Desktop Mode)

The Windows Desktop, 'apps' & 'applications', parts of a window, moving & resizing windows, minimize/maximize/restore, scrolling, multiple windows (desktop mode and tablet mode), arranging windows using the taskbar, 'peek' and 'shake'.

6. Working with the Quick Access Toolbar

Moving and customising the Quick Access Toolbar (interactive exercise)

7. Working with the Ribbon and Dialog Boxes

Working with the ribbon and dialogue boxes within desktop applications

8. Getting Help

Getting help and support within Windows 10. Cortana.

9. File Explorer

File Explorer window, views, working with folders, selecting multiple files and folders, moving & copying files, rename & undo, searching for files and folders.

10. The Recycle Bin

Everything you delete on your local machine will be sent to the recycle bin unless you choose to delete permanently. Use your recycle bin to restore files back to their original locations or to remove them permanently.

11. Sharing Data Between Applications

Sharing data between applications by copying & pasting.

12. File Management Exercise

Run through the following exercise to see how much you remember about Managing Files. You will be given a score when you have finished. Note: you *must* use the method specified, so read the instructions carefully.

13. Customising - Settings

How to customise various Windows 10 settings: the 'settings' screen, quick actions, setting the desktop background, power settings, personalising the desktop background and locks screen (interactive), control panel and mouse settings.

14. Customising - Shortcuts, Tiles, and the Start Menu/Screen

Desktop shortcuts, customising the Start menu (desktop mode) or Start screen (tablet mode), customising Start menu/screen width and categories.

15. Customising - The Taskbar

Adding icons to the taskbar, settings, peek, and task view.

16. Customising Exercise

Check your knowledge of customising Windows 10.