

## Beginning Windows 10

Beginning Windows 10 is a four-hour class, with two hours each on two consecutive days, typically Wednesday and Thursday, 9:30 – 11:30. This class is intended for people who have been using earlier versions of Windows, but have recently, or are about to, switch to Windows 10.

### **General Topics:**

- Overview of the Start Menu
  - Different ways to make it appear, disappear and the various areas within it
- How the applications (apps) that are listed in the Start Menu
  - Apps are programs installed on the PC
- How to use the “tiles”, move them, size them, turn them off, or delete them
  - What’s an “active tile”
  - Pinning Apps
- Customize the Taskbar and use the Taskbar search box
  - Describe Cortana (voice command)
  - Searching the PC for files or info on the Internet
- Discuss File and Folder structure and how to use the File Explorer
  - Various ways to view icons for Files and Folders
- Introduction to the use of “browsers” to navigate the Internet
  - Edge, Chrome, and Firefox
- Practice using “search engines” to locate information on the internet
  - Google, Bing, and Yahoo
- Basic WordPad features and practice editing and inserting pictures
  - Introduction to “Ribbon Bar”