

Windows 10 - Level 1

The Windows 10 - Level 1 course will teach you about the Desktop, Start menu and how to locate items using Windows Search. You will also learn how to modify Windows and Region settings, create User Accounts, and set up different types of passwords.

The estimated time to complete this course is 4 hours and 9 minutes.

Desktop, Start Menu and Search

Windows and Desktop Basics

- What is Windows?
- Signing in to a User Account
- Desktop
- Adding Desktop Icons
- Taskbar
- Windows Search
- Pinned Applications
- Notification Area
- Microsoft Edge
- Taskbar Buttons
- Task Manager
- Signing Out from a User Account
- Restarting the Computer
- Shutting Down the Computer

Start Menu and Windows Search

- Start Menu
- Displaying All Applications
- Most Used List
- Context Sensitive Menus
- Pinning Applications
- Resizing Tiles
- Naming Groups
- Account Settings
- Power Options
- Tablet Mode
- Task View
- Windows Search
- Choosing Programs to Open Files
- Using Recent Lists

Settings and User Accounts

Basic System Settings


- System Information
- Date and Time Settings
- Changing Region Settings
- Taskbar Properties
- Notification Settings
- Auto Hide the Taskbar
- Volume Settings
- Desktop Settings
- Adjusting Screen Resolution

If you require any further information please contact NYES:

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- Changing Regional Settings
- Changing Number Formats
- Changing Currency Settings
- Changing Input Methods
- Changing Language Settings

Regional Settings

- Adding Keyboard Layouts
- Changing the Input Language
- Adding and Removing Hardware
- Installing Software Applications
- Removing Software Applications

User Accounts


- Creating User Accounts
- Changing Account Types
- Switching Between Accounts
- Removing User Accounts
- Adding Profile Pictures
- Changing the Password
- Creating a PIN
- Creating a Picture Password

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