

## Windows 10 - Level 2

The Windows 10 - Level 2 course will teach you how to work with Desktop icons, and use the This PC window to navigate your computer. You will also use File Explorer to manage folders and files as well as delete and restore files in the Recycle Bin.

The estimated time to complete this course is 2 hours and 46 minutes.

### Using Desktop Icons

#### Desktop Icons

- Identifying Desktop Icons
- Renaming Desktop Icons
- Arranging Desktop Icons
- Adding Desktop Icons
- Creating Desktop Shortcuts
- Creating Document Shortcuts
- Using Desktop Icons
- Closing Windows
- Removing Desktop Icons

### Working with Windows

#### Screen Components

- Windows Components
- Title Bar
- Switching Between Windows
- Task View
- Creating New Desktops
- Closing Task View
- Control-menu
- Title Bar Buttons
- Status Bar
- Ribbon Tabs
- Using Ribbon Commands
- Command Bar
- Window Scroll Bars
- Moving Windows
- Re-sizing Windows
- Closing Windows

### This PC Window Basics


- This PC Window
- User Folders
- Folders List
- Back Button
- Forward Button
- File Types
- Devices and Drives
- Network Drives
- Viewing Options
- Formatting Removable Media

If you require any further information please contact NYES:

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## Managing Files

### Using File Explorer

- Opening File Explorer
- Expanding Objects
- Collapsing Objects
- Opening Folders
- Quick Access List
- Details View
- Sorting Files
- Grouping Files
- Applying Filters
- Opening Files
- Changing File Properties
- Renaming Files
- Renaming Folders
- Using Undo

### Working with Files and Folders

- Opening File Explorer
- Navigating Windows
- Creating New Folders
- Moving Files
- Moving with Drag and Drop
- Selecting Multiple Files
- Selecting Multiple Folders
- Drawing a Selection Box
- Copying Files
- Copying with Drag and Drop
- Copying Between Drives
- Copying to Removable Media

### Recycle Bin


- Deleting Files
- Setting Delete Options
- Deleting Folders
- Opening the Recycle Bin
- Restoring Files
- Recycle Bin Properties
- Deleting Recycle Bin Items
- Emptying the Recycle Bin

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