

## Windows 10 - Level 3

The Windows 10 - Level 3 course will teach you how to customise Windows and modify Security settings using the Action Center. You will also perform maintenance tasks using tools like the Task Scheduler, Disk Clean up and Backup and Restore.

The estimated time to complete this course is 1 hours and 29 minutes.

### Customising Windows

#### Taskbar Settings

- Taskbar Properties
- Modify Taskbar Settings
- Setting Taskbar Notifications
- Show Desktop Button
- Adding Toolbars

### Windows Security

#### Action Center

- Windows Security
- Opening Action Center
- Windows Defender
- Windows Defender Settings
- Adding Exclusion for Scans
- Windows Update
- Windows Firewall
- Internet Security Settings
- Adding Trusted Sites
- Changing Security Levels

### Windows Utilities and Tools

#### Disk Properties and Clean-up

- Viewing Disk Properties
- Adding Label Names
- Disk Information
- Using Disk Cleanup

#### Disk Maintenance

- Administrative Tools
- Control Panel
- Disk Defragmenter
- Using Task Scheduler
- Creating Basic Tasks
- Deleting System Tasks

### Backup and Restore


- Backing Up Files
- File History Settings
- Selecting a Drive for Backup
- Exclude Folders from Backup
- Advanced File History Settings
- Running the File History Backup
- Permanently Deleting Files
- Restoring Files

If you require any further information please contact NYES:

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