

## Windows 10 - Level 4

The Windows 10 - Level 4 course will teach you how to use search in Windows, print documents in various ways, add printers, and control print jobs. You will also connect to networks, share folders, set share permissions, and compress folders and files.

The estimated time to complete this course is 1 hours and 47 minutes.

### Windows Searches

#### Searching in Windows

- Viewing Properties
- Searching within Folders
- Searching using Wildcards
- Search Indexes
- Applying Search Filters
- Saving Searches
- Recent Searches List
- Advanced Search Options
- Closing the Search Tab

### Printing and Printers

#### Printing Documents

- Print Commands
- Set as Default Printer
- Print Options
- Printing Unopened Documents
- Printing using Drag and Drop
- Installing USB Printers
- Adding Printers Manually
- Removing Printers
- Changing the Default Printer

#### Controlling the Printer

- Printing Multiple Documents
- Displaying Print Queues
- Pausing the Printer
- Cancelling a Single Print Job
- Cancelling All Print Jobs
- Resuming the Printer

### Networking and Sharing

#### Network Resources


- Networks
- Connecting to Wi Fi Networks
- Viewing Network Computers
- Network and Sharing Center
- Sharing Folders
- Setting Share Permissions
- Sharing Printers
- Disabling Sharing

If you require any further information please contact NYES:

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## Windows Compression

### Compressing Folders and Files


- Compression Programs
- Viewing Folder Properties
- Creating Zip Files
- Permanently Deleting Files
- Extracting Zipped Files

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