Ref : EB10WINU

Windows 10

Use of the workstation

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This course is intended for all people who would like to discover and take advantage of the environment offered by Microsoft. It will guide you, step-by-step, to discover your device equipped with **Windows 10**. You will learn to manage files and folders saved on your device, on the network or in the cloud and to customise your working environment in order to optimise your computer's usage. This course is based on the version of **Windows 10** available at the end of 2018.

Target audience	Required level	Estimated time to complete the essential modules
Any user who would like to quickly learn to use this operating system.	No prior computing knowledge is necessary. The learner simply needs to be familiar with the mouse and keyboard.	03 hours 15 minutes *(videos of 5 minutes on average)*

Course content

Windows 10 – Use of the workstation

MEDIAplus eLearning

This module offers interactive training consisting of 29 training videos, 29 training exercises and 10 additional resources.

Discover Windows 10
- You need to know: Getting Started...
- The Windows 10 environment
- The Action Centre
- About the Tablet mode and the touchscreen features
- You need to know: Windows Help
- You need to know: Changing sessions, sleep, lock screen and shutting down the device

Discover the windows and applications
- Opening and closing an application
- Managing the windows

Explore the computer
- About the File Explorer
- The user's files
- The storage units
- You need to know: The files
- The user's personal files
- Displaying file lists

Organise your files and folders
- Creating folders
- You need to know: Selecting, copying, moving
- Selecting files and folders
- Copying files and folders

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- Renaming files and folders
- Moving files and folders
- Deleting files and folders

Optimise file management
- You need to know: Printing
- Compressing files and folders
- File properties and attributes
- Searching for files, folders and applications
- You need to know: Saving files
- Network devices
- Sharing files
- You need to know: OneDrive: the online storage space

Customise your environment
- Customising the Start menu
- Desktop and window appearance
- Managing Desktop shortcuts
- Customising the taskbar
- Pinning items to the taskbar
- You need to know: Screen setup
- Mouse settings
- Standby mode

Find out more
- Managing the user account
- You need to know: Best practices

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