

# Microsoft Windows 10

## Transitioning from Windows 7

### Course Overview

In this 1-day course, you will learn how to make the transition from the Windows 7 operating system to the new Windows 10 OS. Once you've gained a foundational understanding of how to operate within the Windows 10 environment from your PC, you'll be able to take full advantage of the many sharing, storing, and multi-platform benefits inherent in the Windows 10 operating system. Specifically, you will learn how to navigate the Windows 10 environment (log in to Windows 10, and navigate the desktop), how to work with apps and desktop applications (customize the Start menu and Taskbar, use Windows 10 apps and desktop applications, multitask with apps and desktop applications, and use File Explorer). You will also learn how to use Cortana and Edge (explore Cortana, use Cortana as a Personal Assistant, and browse the Web), how to manage Windows 10 (configure settings and use the desktop administrative tools), and how to secure your computer (set new password types, and use other security features). Prerequisite Course: Microsoft Windows 7 Level 1 or equivalent experience.

### Course Topics

#### Navigating the Windows 10 Environment

- Logging In to Windows 10
- Navigating the Desktop

#### Working with Apps and Desktop Applications

- Customizing the Start Menu and Taskbar
- Using Windows 10 Apps and Desktop Applications
- Multitasking with Apps and Desktop Applications
- Using File Explorer

#### Using Cortana and Edge

- Getting to Know Cortana
- Using Cortana as a Personal Assistant
- Browsing the Web

#### Managing Windows 10

- Configuring Settings
- Using the Desktop Administrative Tools

#### Securing Your Computer

- Setting New Password Types
- Using Windows Defender
- Using Other Security Features