

Windows 10

Windows 10 combines the best of the previous versions with the operating functions of mobile devices. The Start Menu is back. It was enhanced by the Cortana voice assistant with extensive functions for managing and searching your data on the PC, in Cloud and on the internet. Numerous Cloud functions and apps enable efficient work and sharing between users on mobile and desktop operating systems.

The primary subject matter of the course:

Basic Information

- Login and overview
- Start menu and Taskbar
- Organizing windows and the task view
- Searching, finding, and managing your PC
- Browsing, marking & sharing
- An overview of Explorer
- Connected devices, tablet & PC mode

Mobile working and working with Apps

- Working in the Cloud
- The app store
- Action center, notifications and settings app
- Setting up a Microsoft account
- Mail
- Calendar
- OneNote
- OneDrive

What are the course requirements?

Being acquainted with using the mouse and keyboard and prior knowledge of Microsoft Windows 7 or 8 is also an advantage.

Number of lessons: 15

Approximate learning time:

2 hours

Audio time:

60 min