Windows 10 - Advanced

This course provides an advanced look at the Windows 10 operating system and covers key features and functions relating to system settings, performance, and security.

IS THIS COURSE FOR YOU?

Designed for those who have foundational knowledge of the Windows operating system and who wish to develop a deeper understanding of its capabilities and functionality.

ABOUT THE COURSE

You will learn security features of Windows, how to work with OneDrive, how to trouble-shoot issues with the Windows OS, how to improve performance of the OS, how to provide and limit access to Windows accounts, and more.

The course provides many opportunities to practise the skills learned with hands-on activities that will help you develop confidence with the features and functions of Windows.

AIMS AND OBJECTIVES

This advanced course is designed to acquaint learners with more advanced features of Windows 10.

PRE-REQUISITES

Our introductory Windows 10 course or an equivalent level of background and experience.

COURSE CONTENT

Module 1: WordPad, Notepad, and the Snipping Tool; Getting to Know the Calendar App; Using Cortana; Photos; Movies & TV App; Windows Media Player; Burning Files to CD; Installing Additional Software

Module 2: Troubleshooting Windows 10; Disabling Unwanted Features in Windows 10; Fixing Other Issues in Windows 10; the Settings App

COURSE CONTENT *(cont'd)*

Module 3: Using OneDrive to Store Files in the Cloud; Changing System Settings in Windows 10; Security Features in Windows 10

Module 4: Improving Performance in Windows 10; Improving Productivity in Windows 10

Module 5: Preventing Unauthorised Access in Windows 10; Restricting Access to Data and Apps in Windows 10; Networking Features in Windows 10

Module 6: Reclaiming Storage Space in Windows 10; Using OneDrive for Storage; Working with Portable Storage in Windows 10; Backup and Restore in Windows 10

CAREER PATH

Gaining valuable IT-related training will show employers you're serious about your career progression. If you're keen to work as an IT Support Technician or HelpDesk Specialist, this course will set you on the right path to your goal.

COURSE DURATION

24 hours. This will vary from individual to individual based on prior knowledge and ability.

CPD POINTS: 24
CPD points awarded upon successful completion.

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T R A I N I N G

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