

Module 1 – Getting Starting in Windows 10

- What's New
- The Windows 10 Desktop
- The Start Menu
- Apps vs Desktop Applications
- Working with Start Menu Apps
- The Taskbar
- Using Desktop Effects
- Shutdown or Log Out

Module 2 – New Features & Enhanced Features

- Using the File Explorer
- Using Task View
- Working with Multiple Desktops
- Searching for Apps, Files, Help & Other Information
- PC Settings
- Displaying the Control Panel
- The Action Center

Module 3 – Personalizing Your Computer

- Customizing the Desktop
- Customizing the Lock Screen
- Creating Desktop Shortcuts
- Customizing the Task Bar
- Customizing the Start Menu

Module 4 – Using Microsoft Edge

- Microsoft Edge
- Microsoft Edge Features
- The Hub
- The Address Bar
- Web Notes
- Using the Reading List