

# Microsoft Windows 10: Transition from Windows 7

## Course Specifications

**Course Number:** ELK91-037ol\_rev1.0

**Course Length:** 1.0 day(s)

## Course Description

Mobile devices are becoming increasingly popular. As a result, many business professionals find themselves regularly performing a greater number of work-related tasks, from a variety of devices. You may find yourself included in this group of multiple-device users. But, you still perform a majority, or at least a large part, of your work from a desktop or a laptop computer.

With the release of Microsoft® Windows® 10, Microsoft has made strides in bridging the gap between your laptop or desktop PC and a variety of mobile devices. Developing an understanding of how to accomplish your day-to-day work tasks in this new environment will push you one step closer to being able to comfortably work from a number of platforms, and a number of devices, nearly anywhere you go. 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.

**Course Objective:** In this course, students with a prior knowledge of Windows 7 will be able to perform common tasks within the Windows 10 environment.

You will:

- Navigate the Windows 10 environment.
- Work with apps and desktop applications.
- Use Cortana and Edge.
- Manage Windows 10.
- Secure your computer.
- Use Backup and Recovery Tools.

**Target Student:** This course is designed for students who wish to switch from using a PC running on the Microsoft Windows 7 operating system to using a PC running on the Microsoft Windows 10 operating system in a business or work-related environment.

**Prerequisites:** To ensure success, you should have a prior working knowledge of the Windows 7 operating system and be proficient in the general use of personal computers and related peripheral devices. Specific tasks you should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders. To meet these prerequisites, you can take either of the following Logical Operations courses:

- Windows® 7: Transition from Windows® XP
- Microsoft® Office Windows® 7: Level 1

## Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 2 gigabyte (GB) RAM (32-bit) or 4 GB RAM (64-bit)
- 25 GB available hard disk space
- CD-ROM drive (if installing any software from a CD-ROM)
- Keyboard and mouse (or other pointing device)
- 1,024 x 768 resolution monitor recommended
- Graphics card with DirectX 9 or later with WDDM 1.0 driver
- Headset with high-fidelity microphone array
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

## Software Requirements

- Microsoft® Windows® 10 Enterprise or Professional edition
- Microsoft® Office Professional 2016
- Web conferencing application for class sessions with remote students or a blend of live and remote students

## Course Content

### Lesson 1: Navigating the Windows 10 Environment

- Topic A: Log In to Windows 10
- Topic B: Navigate the Desktop
- Topic C: Navigate in Tablet Mode

### Lesson 2: Working with Apps and Desktop Applications

- Topic A: Customize the Start Menu and Taskbar
- Topic B: Use Windows 10 Apps and Desktop Applications
- Topic C: Multitask with Apps and Desktop Applications
- Topic D: Use File Explorer

### Lesson 3: Using Cortana and Edge

- Topic A: Get to Know Cortana
- Topic B: Use Cortana as a Personal Assistant
- Topic C: Browse the Web

### Lesson 4: Managing Windows 10

- Topic A: Configure Settings
- Topic B: Use the Desktop Administrative Tools

**Lesson 5: Securing Your Computer**

Topic A: Set New Password Types

Topic B: Use Windows Defender

Topic C: Use Other Security Features

**Lesson 6: Using Backup and Recovery Tools**

Topic A: Use File History

Topic B: Repair Your System

**Appendix A: Continuum Navigation**