Windows 10

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 Content

## Logging On

* Using the space bar
* Switching User

## Setting up your PC with Sign-in Options

* Setting up a PIN
* Setting up a Fingerprint
* Setting up Facial Recognition

## Start Menu

* Power(shutdown/restart)
* Settings
* Index Panel
* Pinned App Tiles
* Customization ( Moving tiles, renaming groups)

## Taskbar

* Searching
* Task View (Windows key + tab)
* Taskbar new app view
* Show Desktop

## [Enhanced Windows Features](#_Enhanced_Windows_Features)

* Snap Assist
* Dragging to Dock (Windows + Arrow keys (left or right))
* Use Four Quadrants
* Enhanced Snipping Tool
* Delay Feature

## File Explorer

* Network Drives will be mapped as before
* Name Changes
* Quick Access, Frequent Folders and Pinning
* Recent Files
* New Ribbon Interface