
Windows 10 and File Management

Instructor

Jody Tiefel

Phone

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Class Dates and Times

4 Friday mornings
9-noon
Sept. 1 – Sept. 22
Room 7

4 Friday mornings
9-noon
Nov. 17 – Dec. 15
(no class Nov. 24)
Room 9

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Overview:

Welcome to the wonderful world of Windows 10! Your computer's operating system is the interface between you and all the apps you might want to run or that run automatically in the background to allow you to communicate with other computers around the world.

In this class we will explain how you can use the Windows 10 operating system and some of the included tools. You will also learn how to configure the Start screen and Start menu. The instructor will demonstrate how to locate and start apps, use the Store app, and use some of the features of Microsoft Edge.

In addition, get acquainted with File Explorer and OneDrive (your free cloud storage). Learn how to create and rename folders into which you can move and copy files. Learn to delete and recover folders and files and find specific files.

Class Resources and Recommended Books:

Each student will receive multiple handouts which includes a course outline, new terminology, Windows 10 Keyboard Shortcuts, and Exploring Touch Gestures.

Suggested books which may be purchased online:

- [My Windows 10](#), Katherine Murray, Que Publishing
- [Windows 10 Step by Step](#), Joan Lambert & Steve Lambert, Microsoft Press.
- [Windows 10 Plain and Simple](#), Nancy Muir Boysen, Microsoft Press.

Bring These Items To Class Daily:

- Pen or Pencil
- You may bring your Windows 10 tablet or laptop in order to ask the Instructor personal computer questions after class. However, please do not plan on using your personal computer during class.

Instructional Procedure:

The Instructor will lecture while demonstrating various Windows 10 techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course. Students will be using a mouse in the classroom however touch gestures for tablet computer users will also be covered.

Homework Policy:

Students will receive handouts which may contain some home practice activities however homework is NOT required.

Attendance Certificate:

Each student will receive an attendance certificate at the end of the class.

Windows 10 Topics to be covered

Getting started with Windows 10

- The Lock Screen
- The Welcome Screen
- Your Microsoft Account, Your Local Account
- Windows 10 Desktop
- Start Button and Quick Link Menu, Start Menu, Jump Lists
- Passwords and Account Settings
- Exploring the Taskbar--Search Box, Task View Button, Center Area, Notification Area, Action Center, Time and Date, Show the Desktop Button
- Settings Window and Control Panel
- Managing Windows--Title Bar, Quick Sizing Buttons, Snap Feature, Menu Button, Resizing, Using Commands
- Signing Out, Switching Users, Locking the Computer
- Ending a Computing Session—Sleep, Restart, Shut Down

Personalize your working environment

- Start Menu and Start Screen--Most Used app list, Recently Added app list, Recently opened items, Add or remove folder on the Start Menu, Display or hide jump lists, Resize Start Screen
- Start Screen Tiles--Live Tiles
- Locating and Starting Apps--Pinning app tiles to the Start Screen, Moving app tiles, Moving app tiles to a group, Naming, renaming, and moving an app tile group, Adding and removing apps on the Taskbar
- Managing Desktop Shortcuts--Arranging desktop shortcuts
- Exploring Built-in Apps
- Uninstalling apps
- Getting apps from Windows Store (demonstration only)--Searching for an app, Reviewing and installing an app, Opening an installed app, Managing your apps
- Using Windows Defender
- Checking for Windows Updates
- Creating a Recovery Disk

Working with the File Explorer Window

- Touring the File Explorer Screen
- View Drives on Your Computer, Drive Designations
- Common File Explorer Window Tasks
- Locating Folders
- Navigating Your Drives and Folders—The Address Bar, Back and Forward Buttons, Navigation Pane
- Working with Quick Access
- Using the Ribbon—Minimizing and Expanding the Ribbon, Contextual Tabs, View Tab, File Tab, Home Tab, Share Tab
- Searching for Files and/or Folders

Organizing Files with File Explorer

- Selecting Files and Folders
- Plugging and Unplugging a USB Flash Drive
- Creating Folders and Subfolders
- Moving and Copying Folders/Files using Cut/Copy and Paste
- Using the Drag-and-Drop Method to Move or Copy Folders/Files
- Using the Copy To and Move To Tool
- Deleting and Restoring Folders and Files

Working with OneDrive

- Features of OneDrive
- Creating OneDrive Folders in File Explorer
- Creating OneDrive Folders in Online View
- Navigating Between Folders
- Uploading Files to OneDrive
- Downloading from OneDrive
- Searching for a File in OneDrive
- Deleting Files and Folders in OneDrive

Using Microsoft Edge (demonstration only)

- Web Browsers, Exploring Microsoft Edge
- Navigating the Web
- Opening a New Tab
- Using the Hub
- Adding a Favorite
- Reading Clearly in Reading View