

Operate a Personal Computer

Topics

- Personal Computers
- What Is a Computer
- Hardware and Software
- Personal Computers
- Types of Personal Computers
- Input Devices
- Output Devices
- Device Connections
- Office Technology Communications

Starting with Windows 10

- What Is Windows
- Turning on the Computer
- Signing into Windows
- The Desktop
- The Start Menu
- The Taskbar
- The Search the Web and Windows Bar
- Using Windows Search
- Changing the Windows Search Settings
- Windows Store Apps
- Putting your Computer to Sleep
- Shutting Down Your Computer

Working with Windows Apps

- Starting Windows Apps from the Start Menu
- Closing Windows Store Apps
- Installing a Windows Store Apps
- Uninstalling a Windows Store Apps
- Using Gestures on Touch Screens

Personalising the User Interface

- Customising the Start Menu
- Moving Tiles on the Start Menu
- Changing Tile Size
- Working with Tile Groups
- Turning Live Tiles on and Off
- Removing Tiles from the Start Menu
- Pinning Apps to the Taskbar
- Creating Desktop Shortcut Icons
- Tidying Up the Desktop
- Changing the Lock Screen
- Changing the Desktop Background
- Changing Your Account Picture

Optimising Windows

- Viewing System Properties
- Checking Hardware Devices
- Performing a Disk Cleanup
- Understanding Power Options
- Choosing a Power Plan
- Creating a Custom Power Plan

Working with Desktop Windows

- Starting Desktop Programs and Apps
- The File Explorer Window
- Working with the File Explorer Ribbon
- Using the File Explorer Ribbon
- Using the File Tab
- Minimising and Maximising a Window
- Resizing a Window Using a Mouse
- Moving a Window on the Desktop
- Switching Between Open Programs
- Snapping Windows
- Scrolling in a Window
- Closing Apps and Programs
- Other Ways to Open Desktop Programs

Working with Programs

- Viewing Installed Programs
- Dealing with Non-Responding Programs
- Installing a Program
- What Happens During Installation
- Uninstalling a Program
- Keeping Programs Updated

Word Processing

- Understanding Word Processing
- Creating Documents in Word
- Starting Microsoft Word
- Understanding the Start Screen
- Creating a New Blank Document
- Typing Text into a Document
- Saving Your New Document
- Typing Numbers into Your Document
- Inserting a Date into Your Document
- Checking the Spelling in Your Document
- Making Basic Changes to Your Document
- Saving Changes to an Existing Document
- Printing Your Document
- Safely Closing Your Document

Using Email

- Starting Outlook
- Common Outlook 2016 Screen Elements
- The Mail Screen
- Composing an Email Message
- Creating a New Message
- Sending the Message
- Understanding the Inbox
- Retrieving Email
- Opening an Outlook Data File
- Reading Messages
- Deleting Messages

Security and Protection

- Understanding Computer Security
- Checking Security and Maintenance
- Checking Windows Firewall Settings
- Checking Malware Protection Settings
- Checking Windows Update Settings

Accessing the Internet

- Before You Begin
- Creating an Internet Connection
- Starting Microsoft Edge From the Desktop
- The Microsoft Edge Screen
- Going to a Specific URL
- Understanding How to Search Effectively
- Using the Address Bar to Search
- Stopping and Refreshing Pages
- Closing Microsoft Edge

Data Storage on Your Computer

- Understanding Data Storage in Windows
- Understanding File Explorer
- Opening File Explorer
- Viewing Storage Devices Using File Explorer
- Viewing Network Connections
- Understanding USB Flash Drives
- Understanding Folder Hierarchy
- Navigating the Folder Hierarchy
- Understanding Files
- Creating a Simple File
- Exploring Files in Windows
- Copying Files to a USB Flash Drive

Printing

- Understanding Printing in Windows
- Viewing Available Printers
- Installing a USB Printer
- Setting the Default Printer
- Pausing a Printer
- Printing Files from File Explorer
- Printing from Windows Apps

Backing Up and Restoring Data

- Understanding Backup and Restore Options
- Preparing Files for Backup
- Setting Up File History
- Performing a Manual Backup
- Restoring Files from a Backup
- Understanding the Action Centre