

BASIC INTRODUCTION TO COMPUTERS – LEVEL 3

COURSE OBJECTIVES

COURSE DESCRIPTION

Welcome to Introduction to Personal Computers Using Windows. Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows server 2016 interface. This course will help you to define what a PC is, and familiarize you with the Windows server 2016 user interface and its basic capabilities. In this course, you will explore Windows server 2016 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users.

COURSE MODULES

ACCESSING WINDOWS SERVER 2016

- Get Started with Windows server 2016
- Navigate the Windows server 2016 Desktop

USING WINDOWS UNIVERSAL APPS AND DESKTOP APPLICATIONS

- Use Desktop Applications
- Use Windows Universal Apps

WORKING WITH FILES AND FOLDERS

- Manage Files and Folders with File Explorer
- Store and Share Files with OneDrive Course Outline

USING ALEXA AND EDGE

- Get to Know Alexa
- Use Alexa as a Personal Assistant
- Browse the Web with edge and chrome

CUSTOMIZING THE WINDOWS SERVER 2016 ENVIRONMENT

- Customize the Start Menu
- Customize the Desktop and Lock Screen

INSTALLING AND REMOVING DEVICES

- Manage Printers
- Manage Peripheral Devices

USING WINDOWS SERVER 2016 SECURITY FEATURES

- Manage Passwords and Privacy Levels
- Use Windows Defender

USING WINDOWS SERVER 2016 OUTLOOK

- Getting Started with Outlook 2016
- Composing Messages
- Reading and Responding to Messages

Duration: 3 Days | SACE Points: 15