

Do more with Windows 10

This entry-level Microsoft training will help you do more with Windows 10. Learn how to effectively navigate some of Windows 10's most useful applications and features, such as Windows 10 Touch, OneNote, and Paint 3D.

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WEEK 1

Windows 10 Productivity Tips

155 min.

Introduction	1
Taskbar Tips	6
Windows Wizardry	6
File Explorer Fun	6
Multiple Desktops Magic	6
101 Ways to Take a Screenshot	5
Clipboard History	5

Explore Windows 10 Apps

Overview	1
Introduction	2
Calendar Sidebar	7
Sticky Notes	4
Recording Your Voice, Screen, or Steps	8
Photos App	7
Paint or Paint 3D?	6
Calculator	5
Alarms and Clock	5
Review	1

Windows 10 Touch Capabilities

Overview	1
Introduction to Windows 10 Touch Capabilities	4
Tablet Mode	7
Using Your Pen as a Mouse	5
Inputting Text	7
Customising Your Pen	5

Inking in Windows Apps	6
Microsoft Whiteboard	8
Inking in Microsoft Office	9
Review	1

The Windows OneNote App

Overview	1
Introducing OneNote	2
Structuring Your Notebooks	6
Working with Text	6

WEEK 2

90 min.

Pictures, Video, Audio and More!	7
Gathering Information	7
Organising and Searching	5
Inking	6
Collaborating	6
Review	2

The Windows Paint 3D App

Overview	1
Supplemental File	1
Introducing Paint 3D	2
Making Simple Edits to 2D Pictures	6
Using Additional Layers in 2D Projects	6
Getting Started with 3D Objects	6
Creating Your Own 3D Shape	7
Stickers	6

Magic Select	5
Reusing Your 3D Objects in Microsoft Office	7
What's Next for Your Paint 3D Masterpiece?	8