

Microsoft Windows 10 End User

This Windows 10 training course prepares learners to proficiently use Microsoft's popular operating system, Windows 10. After completing this Microsoft training you'll know how to log in, customize your desktop, manage files, folders, and perform updates.

[CBT Nuggets course material](#) →

WEEK 1

Using Windows 10

152 min.

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Meet Your Desktop	12
Customize Your Desktop	14
Customizing Your Start Menu	12
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Installing Apps for Fun and Profit	15
Managing All Those Windows	12
Using More Desktops!	10
File and Folder Management	17

WEEK 2

155 min.

Even More Customizations	14
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Keeping Windows Safe!	10
Your Final Exam	15

Windows 10 Productivity Tips

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File Explorer Fun	6
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101 Ways to Take a Screenshot	5

Clipboard History 5

Explore Windows 10 Apps

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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

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Windows 10 Touch Capabilities

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Tablet Mode 7

Using Your Pen as a Mouse 5

WEEK 3

158 min.

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

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Introducing OneNote 2

Structuring Your Notebooks 6

Working with Text 6

Pictures, Video, Audio and More! 7

Gathering Information 7

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Inking 6

Collaborating 6

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The Windows Paint 3D App

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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

Customize Microsoft Windows Terminal for Productivity

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Managing Windows Terminal Profiles 9

WEEK 4

34 min.

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