

## Information Technology and Computer Skills Training

### WINDOWS 10 INTRODUCTION


**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 12:00 p.m.

**Investment:** \$50.00

#### Course Content

- Basics
- Working with Folders and Disks
- File and Folder Management
- Working with Applications
- Customizing the Start Screen & Desktop
- Adjusting Computer Settings
- Searching for Files
- Creating and Managing Shortcuts
- Customizing the Start Menu



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