

Information Technology and Computer Skills Training

WINDOWS 10 WEBINAR (Virtual Lecture)

Where: Your Computer Desktop

Time: 8:30 a.m. - 12:00 p.m.

Investment: \$50.00

NOTE: This class is a Distance Learning Class to be taken at your workstation. This is not a hands-on class.

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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