



POST ACADEMY SUPPORT

Week 3: Windows 10

During this exercise, you will learn:

- Different features that are available in Windows 10.
- How to manage multiple windows.
- How to personalise your desktop.
- How to customise your Start menu.
- How to manage accounts and parental controls.



Welcome to the third week of the SCC Post Academy Support documents. Today, we are going to be learning something a little bit different. During the course, we covered the fundamentals of how to create and move files and folders in Windows and how to change some of the settings. However, there is a great deal more than can be customised and several handy little tricks that can make your computing experience even more fun!

Since it was first released back in 1985, there have been many different incarnations of Windows over the years. The first Windows operating system with a GUI (Graphical User Interface – icons that you could click with a mouse) was released in 1990 and this was followed by the very popular Windows 95 (no prizes for guessing what year that came out!) Since then, there have been a number of different versions of Windows, most recently Windows 10, and each one builds and improves on the version before.

Most newer computers now have Windows 10 installed on them. If you do not have access to a Windows 10 machine at home, you can access one at your local library. You can also use online emulators (software that enables one computer system to behave like another computer system) to get a feel for what the software is like. By holding CTRL and clicking on the Windows image above, you can access a Windows 10 emulator, if needed.

Work through the following tutorials to learn about some of the features that Windows has and be aware that if you are using a different operating system, e.g. Windows 7, then many of these features will be available for this too.

During this session, don't be afraid to try out new things, exploring things is often the best way to learn!

As of June 2021, Microsoft Windows was used by nearly 73% of all computer users. If you compare this to Apple macOS (15%) and Linux (2%), Windows is by far, the most used operating system in the World. With this in mind, most businesses are looking for employees to have a secure understanding of Windows and being able to state that you are able to use this OS (operating system) on your CV can only be a good thing!

By holding CTRL and clicking on the Windows image below, you will be taken to GCF Global's excellent tutorial concerning how you can customize Windows **10**, find files and folders, become more productive, and do more so much more. If you have a computer that is running a different version of Windows, do not worry. By clicking on the GCF LearnFree icon below, it will take you to the menu page where you can pick the version that you are using.



Work through the different activities at your own pace using the GCF Global website. Most of the activities don't have an activity to complete but involve viewing a video or reading information. Make sure to try these out for yourself; the best way to learn is through experimenting and getting hands on!

There are 12 sections to this tutorial. Once you have completed all of these, why not give the 'Windows 10 Quiz' a try! This comprises of 10 different questions, all of which relate to the different sections that precede it. Once you've completed the quiz, feel free to post your score on the Teams channel so that others can try to match or beat your score (if possible!). Remember to record your score with 'Windows 10 score' e.g. 'Windows 10 score 8'.

Fancy some extra learning? (of course you do!) There is also a section concerning the fundamentals of Windows that will refresh your understanding of files, folders, USB memory sticks and various other useful topics. You can access this by holding CTRL and clicking on the image below. There are 15 sections to this and, once completed, feel free to complete the quiz at the end. If you do, remember to post your score using 'Basic Windows Quiz score' starter.



Have a great day, keep learning and stay tuned for another SCC Academy email next week!