

Tentative Course Outline for Windows 10/11 Management

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2/6/2023 Course Introduction and Windows 10 & 11 Cheat Sheet

Introductory PP

One Drive intro

Review “10 Tips”

Show how to do a Version Check and look at Updates window

Review tips on how to download: location, options, renaming, etc.

Introduce System Restore, System Update and Troubleshooting

2/13/2023 Checking Out Settings

Review of specific sections of the Settings window:

System - Display, Sound, Storage, About

Devices - Bluetooth, Printers and Scanners, Mouse

2/20/2023 Finish Settings and Setting Up OneDrive to Access the Cloud

Continue review of Settings:

Apps – Defaults, Uninstall, Start Up enable/disable

Accounts – Creation, Use, Synching passwords, Auto sign in for One Drive

Update and Security – Manual use, Active Hours, Advanced Options

One Drive (if time permits)

2/27/2023 Finish OneDrive

Review “Beginner’s Guide” document and explanation

Turning on the synch feature

Creation of new or activation of existing account

Using it via Windows Explorer

Explanation of features, i.e., copy, move, delete save

3/6/2023 Security: Setting Up Windows 10 for Safe Computing I

Discuss cybercrime, ID theft, methods used

Describe the “bad guys” – motives, etc.

Malware and Virus descriptions and types that are out there

Delivery methods

Protections available – AV and malware detection software

Using common sense for self-protection

Hackers – Black hats and white hats

3/13/2023 Security: Setting Up Windows 10 for Safe Computing II

Hosts file and Open DNS

Router tips – changing SSID and password

Note: I think we could perhaps skip the installation demo here-just throw it out there.

3/20/2023 Hard Drive Use & Management

Add “This PC” icon to desktop

Windows Explorer – how to use and customize it; features it offers, such as file sorting, search, maintenance; locations of key folders; open a folder in a New Window

Open the topic of Backups – importance, tools available, requirements (external HDD)

4/17/2023 Hard Drive Management Backup and Restore Part II

System Recovery

File History – File and data backup

File Backup – Date and system backup

Image creation – video and discussion

Recovery Drives – disc and USB and the different capabilities available

4/24/2023 Setting Up File History & Creating Computer Image

Follow up to prior week with a demo of how to do these

Restoring data and/or an image

5/1/2023 Windows Registry

5/8/2023 Managing Windows Updates 7 Setting aUp wireless Networks