

Tentative Course Outline for Windows 10/11 Management

Instructor Saul Reine

Ollicompman@outlook.com

arsht2022

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

Checking Out Settings

- Review of specific sections of the Settings window:

 - System - Display, Sound, Storage, About

 - Devices - Bluetooth, Printers and Scanners, Mouse

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)

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

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

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.

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)

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

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

Computer Parts: Let's Look Inside the Box

- Video(s) and PP of PC parts and accessories

- Perhaps a discussion of various software utilities we use – CCleaner, Privazer, etc.

- Open forum

Computer “Dissection” Lab Exercise

Windows 10 Registry,

Managing Windows Updates or Setting Up Wireless Networks