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**Microsoft Windows 10 Advances**

**Sunday November 14, 2021**

**09:00 AM-02:00 PM Pacific, 10:00 AM-03:00 PM MST, 12:00 Noon-05:00 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this one full day information session is $10.00**

**Participants will acquire advance knowledge on how to effectively use MS Windows 10**

**Course Outline**

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| *Windows 10 the operating system*   * *environment and terminology* * *Basic Hardware and Software* * *Getting Help in Windows or any other program* * *Managing your “windows”* * *File Explorer (Previously Windows Explorer) and its customization*  **Windows 10 Apps**  * WordPad, Notepad, and Snipping Tool * Windows Mail, Calendar, Cortana * Photos; Movies & TV * Windows Media Player; Burning Files to CD * Installing Additional Software  **Troubleshooting**  * Disabling Unwanted Features in Windows 10 * Fixing Other Annoyances and Issues in Windows 10; * The Settings App | **Security**  * User manager * Using OneDrive to Store Files on the Cloud; * Changing System Settings in Windows 10 * Security Features in Windows 10  **Productivity**  * Improving Performance in Windows 10  Improving Productivity in Windows 10**Advanced Security and Networking**  * Preventing Unauthorized Access in Windows 10 * Restricting Access to Data and Apps in Windows 10 * Networking Features in Windows 10  **Storage Options**  * Reclaiming Storage Space in Windows 10 * Using OneDrive for Storage * Working with Portable Storage in Windows 10 * Backup and Restore in Windows 10   *Control Panel and Settings*  *Keyboard shortcuts to improve efficiency* |

**Video Recordings link of this Class will be sent to all attendees who join live session only.**

**Advanced Registration with Pre-Payment Required**

[**https://iicanada.org/form/introduction-microsoft-windows-10-advance-0**](https://iicanada.org/form/introduction-microsoft-windows-10-advance-0)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB Prairies Office: Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit** [**https://www.iicanada.org/**](https://www.iicanada.org/) **for more information\*\***