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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\*\***