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**Introduction to Microsoft Windows 10**

**November 2-3-4 Tuesday, Wednesday, Thursday**

**(Class Time: 5:00 PM-7:00 PM BC-Pacific Standard Time, 6:00 PM-8:00 PM Alberta-Mountain Standard Time, 8:00 PM-10:00 PM Toronto -Eastern Time Zone)**

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

**Fee for this three evenings information Session is $10.00**

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

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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”* * *Unzipping received zipped files* * *File Explorer (Previously Windows Explorer) and its customization* * *File Extensions and why they matter* * *Opening, saving and closing files* * *The difference between Files and Folders* * *Creating and Managing Files and Folders* * *Searching for files or Folders* * *Move Files/Copy files/Delete Files or Folders* * *The concept of the recycle bin* * *Searching for Files or Folders* * *The difference between “save” and “save as”* | * *Object selection techniques (Objects can be files, containers, folders, or shortcuts)* * *Common procedures such as cut, copy and paste* * *Shortcuts on the desktop to reduce screen clutter* * *Keyboard shortcuts to improve efficiency* * *Skills to ease you into navigating inside a typical Microsoft Application (MS Word, MS Excel, MS PowerPoint)* * *Selection techniques within mainstream MS Apps that prepare you for further Microsoft training* * *Basic look at MS Word to explore the newer interface* * *A quick look at the other mainstream MS Apps Excel and PowerPoint* * *A quick and brief description of the RIBBON INTERFACE that most Microsoft Apps use* |

**Course Outline**

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

**For more information and to register E-mail:** [**epb.crcprairies@iicanada.net**](mailto:epb.crcprairies@iicanada.net)

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

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