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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*
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**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**

**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\*\***