<u>Generic Course Outline for Windows 10/11 Management</u>
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Course Introduction and Windows 10 & 11 Cheat Sheet
> Introductory PP
> One Drive intro
> 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

3Security: 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

Windows Registry

Computer Parts PowerPoint

Computer Dissection

Managing Windows Updates 7 Setting aUp wireless Networks