

Basic Windows Computer Curriculum

1. Windows 10 Desktop
 - a. Desktop
 - b. Wallpaper
 - c. Start icon
 - i. Recently added
 - ii. Most used
 - iii. Suggested
 - iv. Applications list
 - v. Tiles
 - vi. User account
 - vii. File Explorer
 - viii. Settings
 - ix. Power
 - d. Desktop Icons
 - i. How to change the size
 - ii. Adding and removing icons
 - iii. Moving and re-ordering
 - e. Taskbar
 - i. How to add icons to the taskbar
 - ii. How to change the icon size
 - iii. Search
 - iv. Taskbar settings
 - f. System Tray
 - i. Date/Time
 - ii. Notifications
 - iii. Sound volume
 - iv. Hidden icons
2. Built-in Applications
 - a. File explorer
 - b. Calculator
 - c. Calendar
 - d. Cortana
 - e. Maps
 - f. OneDrive
 - g. People
 - h. Photos
 - i. Sticky Notes
 - j. Voice Recorder
 - k. Weather
 - l. Windows Accessories
 - i. Notepad
 - ii. Paint

- iii. Sniping Tool
 - iv. WordPad
 - m. Windows Administrative Tools
 - i. Defragment and Optimise Drives
 - ii. Disc Clean-up
 - iii. System Information
 - n. Windows Ease of Access
- 3. Email
 - a. How to set up a Gmail account and use Gmail
 - b. What email systems are available
- 4. Internet
 - a. What is the Internet (World Wide Web)?
 - b. Different browsers (Edge, Chrome, Firefox etc)
 - c. What a browser does
 - d. Use of search engines (notably Google)
 - e. Google maps
 - f. Navigation
 - g. Shopping on-line
 - h. Banking on-line
 - i. Information research (what to believe)
 - j. Blogs, Wikis
 - k. Wikipedia
- 5. Getting an internet connection (ADSL, ADSL2+, NBN, FTTN, FTTH, ISP)
- 6. Computers
 - a. Desktop
 - b. Laptop/Notebook
 - c. Tablet/iPad
 - d. Phone
- 7. How to buy a computer, what to look out for