

Windows 10 - Lesson Plan (1.5 hour)

Introduction to Windows 10

10 Mins

Goals

- Introduce Learners to Windows 10 OS and topics to be covered in this lesson.

- **Mention** – Windows 10 is one of the best versions of Windows to be released in years and includes the best features of Windows 7 and 8 combined – see [Windows 10 Intro](#)
- **Mention** – that there are also some new or revised features included in Windows 10 that help improve the OS significantly, they include:
 - [Windows Store](#)
 - [Onedrive Integration](#)
 - [Action Centre](#)
 - [Microsoft Edge Browser](#)

Resources/Notes

Handout - [Upgrading from Windows 7 or 8.1 to Windows 10](#)

Getting Started with Windows 10

20 Mins

Goals

- Show Learner how to carry out basic steps to login, connect to internet, run programs/apps and manage files, folders & libraries.

Suggested Actions

- **Pre-requisite** – it is assumed that learner has chosen an ISP and the broadband service has been set-up in their home
- **Demo** – the following key areas which are most likely to be learners initial steps :
 - Setting-up Microsoft or Local Account – covered in handout section Windows 10 Key Features.
 - Connecting to WIFI to access Internet.
 - Using the Start Menu & Taskbar to launch programs or apps – see Windows 10 Key Features in Handout or see video in Resources column.
 - Using File Explorer to access, organise and share data files and libraries – see video in Resources column.

Resources/Notes

Video - [launching Applications from Start Menu in Windows 10](#)

Video – [Structure of Files and Folders in Windows 10](#)

[Windows – Working with Files](#)

Handout – [Windows 10 Key Features](#)

[How to connect to WIFI on Windows 10](#)

[How to create a new User Account in Windows](#)

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- **Demo** – ways of personalising your Windows experience:
 - Changing the desktop wallpaper using Xnview
 - Custom Desktop Themes
 - Quick Action Buttons
 - Sync your Settings with other Windows devices

~~Activity 1a – Ask Learner to switch from a local Windows account to a Microsoft Account and check that all the extra features are now available.~~

Activity 1b – Ask learner to set-up User accounts on their home computer for all users and set appropriate permissions – see link in resource column.

Activity 1c – Ask learner to check the speed of their internet connection and compare result with the advertised speed of the broadband deal that they have signed up for – use www.speedtest.net

Activity 1d – Ask learner to create a synchronised copy of their MP3 music collection on a backup drive using Allway sync.

Windows 10 Productivity Tips

15 Mins

Goals

- Show Learners how to boost productivity with their work by using Windows 10 purpose built features.

Suggested Actions

- **Mention** – Windows OS is designed to facilitate both leisure and work pursuits. In this section, I am going to demo some of the more useful productivity features to facilitate getting your work done, be it for study, home admin or for a business.
- **Demo** – the following features to boost productivity while working on a Windows 10 PC
 - Windows Task View – Win + Tab Key
 - Virtual Desktops
 - Managing multiple running Programs/Apps inc *Hiding/Restoring all Windows,*

Resources/Notes

Video – [Top 20 Tips and Tricks to Improve Productivity](#)

Handout – **Productivity Tips**

	<p><i>Snapping, Pinning to Taskbar, Jump Lists</i></p> <ul style="list-style-type: none"> ○ Onedrive - Saving, Syncing and Sharing Files – see handout ○ Taking Screenshots to include when reporting a program error, recording screen from online course or for including in a report – see handout <p>Activity 2a – Ask Learner to set-up two work sessions using Virtual Desktops and carry out sample tasks e.g producing their home budget and checking bank balance in session 1, while browsing their photos and uploading album to Google Photos in session 2.</p> <p>Activity 2b – Ask Learner to import a selection of photos from their camera into My Pictures folder. Once that's done, they should upload photos to Google Photos and share the link by email with a friend or family member.</p>
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Keeping your Computer Secure

30 Mins

Goals

- Show learners how to check that their computer is secure from unauthorised access and malware.

Suggested Actions

- **Demo** – first of all I will cover User Account Control and show how it protects Windows OS from malware infecting your system.
- **Explain** – that while logged in as Administrator, UAC prompts user to grant permission to make changes to system. When logged in as a standard user, it temporarily elevates to Administrator level to install a program with your permission.
- **Demo** – Checking set-up of Windows Firewall and Windows Defender and suggesting best alternative options for Anti-virus.
- **Demo** – Configuring Windows Updates to install outside of quiet hours and at a time that suits you.

Resources/Notes

Handout – **Keeping your Computer Secure**

[Security Features in Windows 10](#)

- **Mention** - Setting-up of a USB Recovery Drive to enable you restore Windows 10 in event of failure. Explain the different ways of creating a Recovery Drive and how it can be used to restore Windows in the event of it becoming unusable.

Activity 3a – Ask Learner to check the Windows Firewall settings on their computer and see if it is active or is there a third-party firewall active instead.

Activity 3b – Ask Learner to configure Windows Updates so that it runs outside of quiet hours and at a time that suits you.

Lecture Notes

Windows 10 Intro

Over the last thirty years Microsoft, the manufacturer of Windows, has issued various versions of Windows. Windows 10 is the latest version.

In all the Windows versions prior to Windows 8, the desktop screen was the place where you started after logging on to your computer. This changed in Windows 8, and the new Start screen became the starting point. Many users were not happy with this. They missed their old, familiar desktop. So in Windows 10 the desktop and the popular Start menu have returned. The new desktop also includes the taskbar, the system tray and icons for popular programs.

Another new feature in Windows 8 were the apps. Originally, apps were programs for mobile devices, such as smartphones and tablets. But you can also use apps in Windows 10. The difference between apps and programs is less apparent in Windows 10. Both are opened up and used within a window.

The new Task View feature is a useful addition to Windows 10. It lets you quickly see which windows are open and you can easily switch to another window.

The search function is also a new addition to the taskbar. This function not only lets you search for a specific program, app or setting in Windows, you can also start a search on the Internet right away.

Windows Store

Signing in to Windows 8/8.1 or 10 gives you access to the new Windows Store where you can download modern apps to your Windows 8 computer. These modern apps are similar to the apps you see in the Google Play Store or the iTunes App Store. The difference is Windows Store apps can be used on your PC--Windows 10 users can even treat them like regular desktop apps.

You'll find thousands of free apps in categories including games, sports, social, entertainment, photo, music and news. Some are paid apps, but many more are free of charge, and they're all easy to use.

Onedrive Integration

OneDrive is free online storage at OneDrive.com that comes with your Microsoft account. It's like an extra hard drive that's available from any of the devices you use. You no longer need to email files to yourself or carry around (and possibly lose) a USB flash drive. Instead, whether you're on your laptop and working on a presentation, viewing photos from your last family vacation on your new tablet, or on your phone reviewing your shopping list, you can get to your files in OneDrive.

If you disable OneDrive integration:

- Users can't open the OneDrive app.
- The OneDrive app will not run at startup for all users.
- Windows Store apps can't access OneDrive using the WinRT API.
- OneDrive doesn't appear in the navigation pane in File Explorer for all users.
- OneDrive files aren't kept in sync with the cloud.
- Users can't automatically upload photos and videos from the camera roll folder.

Action Centre

Action Centre is a new feature which is much like the notification centre you're probably used to on your smartphone (it's copied from Windows Phone, really). You can click the

icon to the right of the clock to display it, but it's easier to press the Windows key + A. If you happen to have a Windows Phone, notifications will be synchronised between your phone and PCs, assuming you're using the same Microsoft account on them.

In the Anniversary Update you can now customise the tiles and add Quick Action tiles. To do this, go to Start > Settings > Notifications & actions

Microsoft Edge Browser

The web browser now has extensions, web notifications and the option to clear specific things from your browsing history on exit, among other smaller changes:

Edge includes a reading mode (nothing revolutionary there) but it also has built-in tools to annotate web pages, either with a keyboard, pen or a finger. There's also integration with Cortana to provide additional information – for example, when you're on a web page for a restaurant Cortana will make a booking and display information such as opening times.