



## Overview

Welcome to our courseware for Windows 10, the latest iteration of Microsoft's widely used Windows operating system. This **new version of Windows incorporates many new features as well as improvements to existing ones.**

This course is intended to help both novice and experienced users become familiar with the many changes that have been made to Windows with this release.

By the end of this course, users should be comfortable logging into Windows 10, completing basic actions using its user interface, **customizing the user interface, understanding its security features,** and using both Microsoft

## Features and Benefits

1. This course is accredited with **MICT SETA** upon successful completion of your **Portfolio of Evidence (PoE) for Unit Standard 258883.**



2. Take full advantage of our new **Hybrid Learning** by attending **on campus or virtually.** Have all your classes ready to be **downloaded and watched,** anytime, anywhere.



3. Attendees will learn **practical skills** which can be applied in the work environment.
4. Understanding the fundamental functions of Windows will benefit a learner in almost any career field.
5. The fundamentals of Windows are one of the minimum requirements for almost any job application.



## Course Prerequisites

It is assumed that the learner is:

- Competent in communication at ABET Level 3 or equivalent.
- Comfortable with using a keyboard and mouse



## Duration

**In Class/Virtual Class, Hybrid Learning 1 Day** (08:30 – 16:00) Classes are presented via our **Hybrid Learning** allowing learners the **flexibility** to attend on campus or in the comfort of their home or workplace.

**Online, Mentored Learning**  
12 Months Self-paced, access anytime, anywhere via our myWay Learning Platform.



## Payment Options

Full course fee payable upfront or apply for our 3 Month Finance Option (Deposit R2000 upfront, 3 Months' payment terms)

An **additional fee** is payable for exam vouchers.

## Course Accreditations



### Accredited By

MICT SETA: ACC/2012/07/748

### Unit Standards

US258883, NQF1, Credits: 4



## Course Outline

### Module 1: Use the Desktop and Pointing Device.

- Identify the components of a personal computer
- Sign into Windows 10
- Navigate the desktop
- Explore the Start menu
- Demonstrate methods to select objects

### Module 2: Use of the Features of a GUI Window

- Describe different types of windows
- Start an application from the Start Menu
- Describe the parts of a window
- Manipulate GUI application windows
- Describe the implications of having more than one window open
- Start multiple applications
- Change the active window

### Module 3: Use of the Help Facility

- Launch and use the Help facility

### Module 4: Use Genetic Print Options

- Preview a document in print format
- Select various print options before printing
- Print a whole or part document and alter the printer properties
- Submit a print job and manipulate print jobs in the print queue



## Delivery Methods

- Campus-based
- On-Site
- Virtual Live



## What you get

### On completion the learner will earn:

- **Certificate of Completion from Learnfast**
- **Certificate of Competency from MICT SETA** upon successful completion of the PoE process (Moderated and found competent)

*Note: All certificates are electronically issued.*



## Outcomes and Objectives

### Upon completion of this course, learners will have acquired these skills

- Using Windows Store Apps and Navigation Features
- Working with Desktop Applications
- Using Microsoft Edge
- Customizing the Windows 10 Environment
- Using Windows 10 Security Features

For more information, please contact a student advisor:

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