

COURSE OUTLINE



Course Code: EU-WIN11-P2

Microsoft Windows 11

Part 2

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Entry	VILT/ILT	N/A	Entry

Course Overview

This course is intended to help both novice and experienced users become familiar with the many changes that have been made to Windows. Specifically, this manual will help users who have little to no experience in customizing Windows 11, as well as those who are not familiar with Windows 11's default applications. By the end of this course, users should be comfortable modifying Windows 11 settings, managing user accounts, working with default apps, managing devices, managing networks, and securing system data.

Topics

Working with Windows 11

The first lesson of this course teaches students about various display settings in Windows 11, virtual desktops and how to work with them, and how to manage apps that have been installed on a PC.

Configuring User Accounts

This lesson covers creating new user accounts, modifying them, and deleting them. We also go over family safety features that Windows 11 has to offer.

Working with Apps in Windows 11

Next, students will learn how to configure and use both the Mail and Calendar apps. How to use the webcam with the Camera app, and how to use the Media Player, Films & TV, and Xbox apps to have fun with your PC are also covered.

Working with Devices

Students will learn how to how to work with devices and printers in Windows 11. Modifying mouse, pen, and AutoPlay settings are also covered.

Managing Networks

This lesson explains how networks operate within Windows 11, basic networking concepts, viewing network information, and sharing information with your network.

Securing System Data

Ways that you can secure your system, the concept of File History and how to enable it, and various system recovery methods are covered in this lesson, as well as checking for Windows updates and using Windows Security to keep your PC safe.

Configuring System Settings

In this final lesson, we will take a closer look at viewing system information, using the Task Manager, optimizing power consumption, and troubleshooting problems.