

Using Microsoft Windows

Lesson 1: Accessing Windows

- A: Log in to Windows
- B: Navigate the Windows Desktop
- C: Use the Start Menu

Lesson 2: Accessing Locally Installed Apps

- A: Use Apps
- B: Multitask with Open Apps
- C: Install Apps

Lesson 3: Accessing Cloud-Based Apps and Content

- A: Browse the Web
- B: Use Cloud-Based Apps

Lesson 4: Managing Files and Folders

- A: Manage Files and Folders with File Explorer
- B: Find Files, Folders, and Apps
- C: Store and Share Files with OneDrive
- D: Manage Removable Storage Devices

Lesson 5: Managing Windows

- A: Configure Settings
- B: Use Windows System Commands
- C: Manage Devices
- D: Configure Accessibility
- E: Use Windows Administrative Tools

Lesson 6: Securing Your Computer

A: Manage Sign-IN Options

B: Use Windows Security

C: Manage Updates

D: Use Other Security Features

Lesson 7: Using Backup and Recovery Tools

A: Create Backups

B: Troubleshoot or Repair Your System