



Professional IT Services  
Serving the entire West Sound, Sequim, and Surrounding Areas

## Windows 10 Essentials Class

(1-1.5 hours)

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**Overview:** Windows 10 Essentials is a comprehensive class that gives you the tools you need to be confident at using your computer to perform basic tasks.

**Objectives:** You will get a brief overview of the latest version of Windows and what it's capabilities are. Areas covered by this course include: Creating an account, Basic Internet Safety, E-mail Basics, File Management & Cloud Storage, and Maintenance.

### Price:

This class is best taught one-on-one, catered to your specific needs and desired learning outcomes. Individual rates for the public are priced at our hourly rate (please contact our office for this information), with the class lasting 1-2 hours (depending on your learning outcome requests). We can work with you before the class to understand your desired learning outcomes.

### Registration:

Call our office to register for a class, discuss pricing, or ask for more information. Registration is required for all classes, must be done at least 24 hours in advance, and is on a first-come, first-served basis. Payment is required upon registration. Because of the limited class sizes, classes are non-refundable; however, reschedule requests can be made up to 24 hours in advance.

**Prerequisites:** To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse.

### Course Content:

1. About Windows 10
  - a. Smart functions & Cortana Assistant
  - b. Improvements to Updates & Security
  - c. Integrated Cloud Storage (w/ Microsoft Account)
2. User Accounts & Login
  - a. Microsoft vs. Local Account
  - b. Windows Hello & Sign-in options
  - c. Microsoft Family Safety
3. Basic Internet Safety
  - a. Guidelines for browsing & shopping
  - b. Pop-ups & Fake Warnings
  - c. Anti-virus
  - d. Cookies

**KNS OFFICE LOCATION:** 2041 NW Myhre Rd. Ste 301 • Silverdale | [www.kitsapnetworking.com](http://www.kitsapnetworking.com)  
**SEQUIM I.T. OFFICE LOCATION:** 136 South 2<sup>nd</sup> Avenue • Sequim | [www.sequimit.com](http://www.sequimit.com)



4. E-mail Basics
  - a. Setting up an Account in Mail/Outlook
  - b. Best way to send Photos, Videos, and other files.
  - c. How to deal w/ Junk mail and organize your Inbox
  - d. Keeping an Address Book or Contact List
  - e. Fraudulent messages
  - f. Webmail vs. Client software
5. File Management & OneDrive
  - a. Folder structure explained
  - b. Saving Files in appropriate places (not on the Desktop)
  - c. File/Folder creation and naming
  - d. Zip files
  - e. Shortcuts
  - f. Benefits and explanation of Cloud Storage
6. Maintenance
  - a. Overview of Temp files and Caches
  - b. When to leave it on and when to shut down
  - c. Defragging and benefits of Solid State Drive technology
7. Q&A