



Ayre's-N-Graces Pty Limited

t/a **CTC** Customised Training & Consulting

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## Microsoft Windows

### ✓ Step 1 – Select Product

**Application** – Microsoft Windows

**Platform** – Microsoft Windows

**Versions** – 10

**Level** – 1

**Location** – Client site

**Prerequisites:**

- Basic Keyboard Skills
- Basic Computer Skills

**What do you get:**

- ☒ Experienced & qualified facilitator
- ☒ Targeted course outline
- ☒ Printed Courseware
- ☒ Electronic Certificate
- ☒ Digital Badge for LinkedIn profile
- ☒ Free 6 month email support

### ✓ Step 2 – Select Topics

**Topics**

**Level 1**

- ☐ Getting Started
- ☐ Personalise User Interface
- ☐ Help and Support
- ☐ Working with Desktop
- ☐ Working with Programs
- ☐ Data Storage
- ☐ Windows Apps
- ☐ Folders
- ☐ Files
- ☐ Libraries

- ☐ Recycle Bin
- ☐ Quick Access
- ☐ Search & Sort
- ☐ Printing
- ☐ Microsoft Edge
- ☐ User Accounts
- ☐ Security & Protection
- ☐ Back Up & Restore
- ☐ Command Line Interface
- ☐ Optimizing Windows

### ✓ Step 3 – Contact CTC

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Based on your chosen Product and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!