



### Course's Overview

## Welcome to the course!

In this course, you'll learn in a classroom-style setting in addition to online discussions, team project collaboration, and special event participation through the Learning center portal.

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### Documents

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All Documents +

	Name	Modified	Modified By
	General	October 01, 2022	Cathy Day
	Project team 1	October 01, 2022	Cathy Day
	Project team 2	October 01, 2022	Cathy Day
	Subjects	October 01, 2022	Cathy Day

### Resources [Sample content]

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- [Study guides](#)
- [Course FAQs](#)
- [Course calendar](#)
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- [Message the instructor](#)

### Upcoming events [Sample content]

See all

+ Add event

- Create an event**  
 When you add an event, it will show here where your visitors can see it.
 

Month 01
 Title of event  
 Tuesday 12:00 AM - 1:00 PM
- Create an event**  
 When you add an event, it will show here where your visitors can see it.
 

Month 01
 Title of event  
 Tuesday 12:00 AM - 1:00 PM
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 When you add an event, it will show here where your visitors can see it.
 

Month 01
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### Course updates [Sample content]

+ Add +

- Create a news post**  
 Keep your audience engaged by sharing your latest updates.
 

Add News
- Keep your team updated with news on your team site**  
 From the site home page you'll be able to quickly surface a news post -- a status update, trip report, or even just highlight a document with some additional context...
 

Add News
- What is a team site?**  
 A SharePoint team site connects you and your team to the content, information, and apps you rely on every day. For example, you can use a team site to share and collaborate...
 

Add News
- Add a page to a site**  
 Adding pages is a great way to share ideas using images, Excel, Word and PowerPoint documents, videos, and more. You can create and publish pages quickly and easily, and...
 

Add News



### Meet the course instructor [Sample content]

Hi, my name is Megan Rowen. I am excited to be teaching this course again for the 5th year in a row! Teaching is my passion because I love watching others learn and grow. I am looking forward to meeting you soon.

[Read my course FAQs](#) and [email me](#) for questions.

# Microsoft Learning Course Manual 10774a

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## **Microsoft Learning Course Manual 10774a:**

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Default Apps in Windows 10 11 View Information About Your Device Devices Settings 1 Accessing the Devices Settings 2 Managing Printers and Scanners 3 Managing Other Connected Devices 4 Mouse and Touchpad Settings 5 Typing Settings 6 AutoPlay Settings Network and Internet Settings 1 Accessing the Network and Internet Settings 2 Connect to Wi Fi Networks and Manage Wi Fi Settings 3 Airplane Mode Settings 4 View Data Usage 5 VPN Settings 6 Dial up Settings 7 Ethernet Settings 8 Proxy Settings Personalization Settings 1 Accessing the Personalization Settings 2 Changing the Background Settings 3 Changing the Color Settings 4 Lock Screen and Screen Saver Settings 5 Theme Sound and Desktop Icon Settings 6 Start Settings Accounts Settings 1 Accessing the Accounts Settings 2 Managing Your Account Settings 3 Manage Sign in Options for Your Device 4 Managing Work Access Account Settings 5 Managing Family and Other Users 6 Managing Sync Settings Time and Language Settings 1 Accessing the Time and Language Settings 2 Date and Time Settings 3 Region and Language Settings 4 Speech Settings Ease of Access Settings 1 Accessing the Ease of Access Settings 2 Narrator Settings 3 Magnifier Settings 4 High Contrast Settings 5 Closed Captions Settings 6 Keyboard Accessibility Settings 7 Mouse Accessibility Settings 8 Cursor and Other Visual Accessibility Settings Privacy Settings 1 Accessing the Privacy Settings 2 General Privacy Settings 3 Location Privacy Settings 4 Camera Privacy Settings 5 Microphone Privacy Settings 6 Speech Inking and Typing Privacy Settings 7 Account Info Privacy Settings 8 Contacts Privacy Settings 9 Calendar Privacy Settings 10 Messaging Privacy Settings 11 Radios Privacy Settings 12 Privacy Settings for Other Devices 13 Feedback and Diagnostics Privacy Settings 14 Background Apps Privacy Settings Update and Security Settings 1 Accessing the Update and Security Settings 2 Windows Update Settings 3 Windows Defender Settings 4 Backup Settings 5 Recovery Settings 6 Activation Settings 7 Developer Settings Control Panel Settings 1 The Control Panel 2 File History 3 System Restore 4 Audio Adjustment 5 Adding Devices and Printers 6 Installing and Uninstalling Software Desktop Management 1 The Recycle Bin 2 Creating Desktop Shortcuts 3 Pinning Items to the Taskbar 4 Moving and Resizing the Taskbar 5 Setting the Date and Time Display 6 The Action Center 7 Virtual Desktops 8 OneDrive Settings 9 Using Cortana Creating Documents 1 Starting WordPad and Creating a New Document 2 Copying and Pasting Text 3 Formatting Text 4 Saving a Document 5 Opening a Document 6 Printing a Document 7 Closing a Document Drawing Pictures 1 Starting Paint and Creating a New Document 2 Drawing Shapes and Lines 3 Adding Text 4 Erasing Parts of a Picture 5 Saving a Picture 6 Opening a Picture Using the Internet and Microsoft Edge 1 About the Internet 2 Connecting to the Internet 3 The Microsoft Edge Interface 4 Viewing Web Pages in Microsoft Edge 5 Find Text in Web Pages in Microsoft Edge 6 Reading View in Microsoft Edge 7 Add a Favorite to Microsoft Edge 8 Add a Page to the Reading List 9 Manage Favorites in the Hub 10 Manage the Reading List in the Hub 11 Manage Browser History in the Hub 12 Manage Downloads in the Hub 13 Make a Web Note in Microsoft Edge 14 Sharing Web Pages in Microsoft Edge 15 Opening a New Window or New InPrivate Window 16 Zoom Web Pages in Microsoft Edge 17 Print Web Pages in Microsoft Edge 18 Settings in Microsoft Edge 19 Advanced Settings in Microsoft Edge 20 Using

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Announcement 3 Getting Attention with Mentions 4 Posting to Multiple Channels at Once 5 Using Tags 6 Editing and Deleting Posts and Messages 7 Reading and Saving Posts and Messages File Sharing and Collaboration 1 Uploading and Sharing Files 2 Syncing SharePoint and Teams Files 3 Collaborating on Files in Channels Chats and Calls 1 Starting and Pinning Chats 2 Filtering Hiding and Muting Chats 3 Creating Contacts and Contact Groups 4 Adding People to Your Speed Dial List 5 Making Video and Audio Calls 6 Answering Calls and Using the Meeting Controls Toolbar 7 Configuring Call Answer Rules and Voicemail 8 Checking Call History and Voicemail 9 Setting Up a Delegate to Take Your Calls Meetings 1 Scheduling a Meeting and Inviting Attendees 2 Using Meet Now for Instant Meetings 3 Meeting Options 4 Managing and Replying to Meetings 5 Starting and Joining a Meeting 6 Changing the Video Background in a Meeting 7 Sharing Your Screen in a Meeting 8 Sharing PowerPoint Slides in a Meeting 9 Recording a Meeting 10 Raising Hands Spotighting Muting and Removing Participants 11 Taking Notes in Meeting 12 Using Live Captions in Meetings 13 Ending a Meeting for Everyone in Attendance Live Events 1 Scheduling a Live Event 2 Producing a Live Event 3 Moderating a Live Event 4 Attending a Live Event Exploring Apps and Tools 1 Using Apps Bots and Connectors 2 Turing a File into a Tab 3 Using the Wiki Tab for Shared Information 4 Using the Command Box

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