

Northstar Standard	Video Tutorial	Activity Sheets	Class
1. Identify the operating system used by a computer.	What is Windows 10?	What is Windows 10 Working with Windows	Windows 10 Basics
2. Identify the parts of the Windows 10 interface (desktop, taskbar, etc.)	Working from the Desktop	Working with Windows	Windows 10 Basics
3. Demonstrate knowledge of the Windows Start menu, including Get Help.	Working from the Desktop	Working with Windows	Windows 10 Basics
4. Use Cortana to search for a file, program or document.	Working from the Desktop	Working with Windows Working from the Desktop	Windows 10 Basics
5. Identify icons, functions, and any file extensions related to basic office software (Word, PowerPoint, and Excel) and default Windows programs (Microsoft Edge, Windows Defender, etc.).	Saving and Closing Files	Working from the Desktop Files and Folders Saving and Closing Files	Windows 10 Basics
6. Start and exit programs.	Working from the Desktop Working with Windows	Working from the Desktop Working with Windows	Windows 10 Basics Windows 10 Basics
7. Minimize and maximize windows.	Working with Windows	Working with Windows	Windows 10 Basics
8. Open, close and switch between windows.	Working with Windows	Working with Windows	Windows 10 Basics
9. Demonstrate knowledge of Windows File Explorer and identify drives on the computer, as well as cloud storage services (e.g., OneDrive).	Files and Folders Saving and Closing Files Deleting Files	Files and Folders Saving and Closing Files Deleting Files	Windows 10 Basics
10. Move documents and files, including to and from Recycle Bin.	Deleting Files	Deleting Files	Windows 10 Basics
11. Shutdown, restart, and log off a computer.	Working from the Desktop	Working with Windows	Windows 10 Basics
12. Use Settings to uninstall or modify apps.		Working with Windows	Windows 10 Basics