uCertify

Course Outline

Windows Operating System Fundamentals

14 May 2024

1. Course Objective
2. Pre-Assessment
3. Exercises, Quizzes, Flashcards & Glossary

   Number of Questions
4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
7. Award Winning Learning Platform (LMS)
8. Chapter & Lessons

   Syllabus

   Chapter 1: Installing and Upgrading Client Systems

   Chapter 2: Understanding Operating System Configurations

   Chapter 3: Understanding Native Applications, Tools, Mobility, and Remote Management and Assistance

   Chapter 4: Managing Applications, Services, and Disks

   Chapter 5: Managing Devices

   Chapter 6: Understanding File and Print Sharing

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   Chapter 8: Understanding Backup and Recovery Methods

   Videos and How To
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   Here's what you get

   Features
10. Live labs

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    Here's what you get
11. Post-Assessment

1. Course Objective

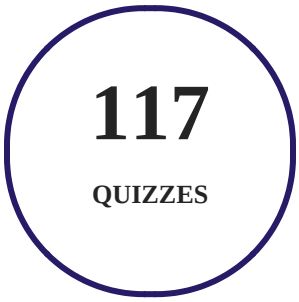
Get hands-on experience of Windows Operating System Fundamentals with the comprehensive course and lab. The lab provides hands-on learning of Windows Operating System, beginning with the basics to gain expertise in configuring Windows OS along with diverse management skills like configuring Microsoft OS, upgrades, installations, and many more. The course and lab deal with operating system maintenance, Upgrades, and installation of client systems, backup, and recovery in order to cover a wide spectrum of technologies and concepts of the Microsoft ecosystem.

2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

3. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.



4. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.

5. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.

6. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

7. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

8. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

9. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution

- **2015**
    1. Best Education Solution

2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**
    1. Best Virtual Learning Solution
    2. Best Education Cloud-based Solution
    3. Best College and Career Readiness Solution
    4. Best Corporate / Workforce Learning Solution
    5. Best Postsecondary Learning Content Solution
    6. Best Postsecondary LMS or Learning Platform
    7. Best Learning Relationship Management Solution

- **2017**
    1. Best Overall Education Solution
    2. Best Student Assessment Solution
    3. Best Corporate/Workforce Learning Solution
    4. Best Higher Education LMS or Learning Platform

- **2018**
    1. Best Higher Education LMS or Learning Platform
    2. Best Instructional Solution in Other Curriculum Areas
    3. Best Learning Relationship Management Solution

- **2019**
    1. Best Virtual Learning Solution
    2. Best Content Authoring Development or Curation Solution
    3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

10. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Installing and Upgrading Client Systems

- Understanding Windows Systems
- Understanding Installation Types
- Skill Summary
- Case Scenarios

Chapter 2: Understanding Operating System Configurations

- Understanding User Accounts
- Configuring and Optimizing User Account Control (UAC)

- Configuring Windows 10
- Configuring Hyper?V
- Skill Summary
- Case Scenarios

Chapter 3: Understanding Native Applications, Tools, Mobility, and Remote Management and Assistance

- Configuring Internet Explorer
- Configuring Microsoft Edge
- Configuring Cortana
- Introducing Accessory Programs
- Supporting Mobile Access and Data Synchronization
- Using Windows Mobility Center
- Accessing a Computer Remotely
- Skill Summary
- Case Scenarios

Chapter 4: Managing Applications, Services, and Disks

- Configuring Applications

- Managing Windows Store Apps
- Understanding Services
- Using MSConfig (System Configuration Utility)
- Managing Processes and Applications with Task Manager
- Understanding Storage
- Encrypting and Compressing Files and Folders
- Skill Summary
- Case Scenarios

Chapter 5: Managing Devices

- Understanding Cloud Storage
- Understanding Printing Devices
- Understanding System Devices and Device Drivers
- Skill Summary
- Case Scenarios

Chapter 6: Understanding File and Print Sharing

- Understanding File and Printer Sharing Basics

- Configuring HomeGroup Connections
- Creating Public, Basic, and Advanced Shares
- Configuring Printer Sharing
- Skill Summary
- Case Scenarios

Chapter 7: Maintaining, Updating, and Protecting Windows 10

- Exploring Built-in Maintenance Tools
- Maintaining the Windows Registry
- Configuring and Managing Updates
- Defending Your System from Malicious Software
- Skill Summary
- Case Scenarios

Chapter 8: Understanding Backup and Recovery Methods

- Understanding Local, Network, and Automated Backup Methods
- Restoring Previous Versions of Files and Folders
- Configuring System Recovery

- Skill Summary
- Case Scenarios

Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

110	05:01
VIDEOS	HOURS

11. Practice Test

Here's what you get

60	2	60
PRE-ASSESSMENTS QUESTIONS	FULL LENGTH TESTS	POST-ASSESSMENTS QUESTIONS

Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

12. Live Labs

The benefits of live-labs are:

- Exam based practical tasks
- Real equipment, absolutely no simulations
- Access to the latest industry technologies
- Available anytime, anywhere on any device
- Break and Reset functionality
- No hardware costs

Lab Tasks

Installing and Upgrading Client Systems

- Getting the Operating System Version Number
- Getting the Windows 10 Edition
- Creating a Custom config.xml File and Excluding Content from the My Pictures Folder
- Installing Windows 10

Understanding Operating System Configurations

- Creating a User Account
- Configuring UAC Settings
- Creating a Custom Power Plan
- Adding a Folder to a Library
- Creating a Library
- Configuring a Folder's Location
- Configuring File Explorer Settings
- Creating a Shortcut
- Enabling the Hyper?V Feature
- Creating a Virtual Switch
- Selecting a Virtual Switch for a Virtual Machine
- Creating a Virtual Disk
- Creating a Virtual Machine

Understanding Native Applications, Tools, Mobility, and Remote Management and Assistance

- Configuring a Client to Use a Proxy Server
- Modifying the Security Level for a Web Content Zone
- Configuring ActiveX Filtering
- Adding a Site to a Security Zone
- Turning On Tracking Protection
- Using Compatibility View
- Configuring the Pop-up Blocker
- Using the Snipping Tool to Capture a Screenshot
- Enabling Offline Files
- Connecting to a Remote Computer using Remote Desktop Connection
- Creating an Invitation
- Using PowerShell One-to-One Remoting
- Running a Cmdlet in Windows PowerShell
- Converting a Basic Disk to a Dynamic Disk
- Creating a Custom MMC

Managing Applications, Services, and Disks

- Changing the Default Apps
- Uninstalling a Program
- Configuring the Windows Store Using a Local Group Policy
- Configuring a Service
- Disabling a Startup Program
- Creating a Spanned Volume
- Creating a Simple Volume
- Creating a Mirrored Volume
- Creating a Striped Volume
- Compressing a File or Folder
- Encrypting a File or Folder
- Encrypting the Drive Using BitLocker

Managing Devices

- Adding a Printer
- Updating a Device Driver

Understanding File and Print Sharing

- Setting up a Basic Share
- Setting up an Advanced Share
- Mapping a Drive
- Sharing a Printer

Maintaining, Updating, and Protecting Windows 10

- Running the Disk Cleanup
- Creating a Task using the Create Basic Task Wizard
- Using Windows Defender

Understanding Backup and Recovery Methods

- Backing Up the Windows Registry

- Backing Up Files in Windows 10
- Enabling File History
- Configuring a System Restore

Here's what you get

57	58	01:02
LIVE LABS	VIDEO TUTORIALS	HOURS

13. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

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