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# Course Outline

## Windows 11

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13 Jun 2025

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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  
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Chapter 2: Getting Started with Windows  
Chapter 3: Customizing Windows  
Chapter 4: Surfing the Web  
Chapter 5: Sending and Receiving Email  
Chapter 6: Getting Social with Windows  
Chapter 7: Performing Day-to-Day Tasks with Apps  
Chapter 8: Working with Images  
Chapter 9: Working with Multimedia  
Chapter 10: Editing Documents  
Chapter 11: Working with Files  
Chapter 12: Sharing Your Computer  
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Here's what you get

## Features

### 10. Live labs

#### Lab Tasks

Here's what you get

### 11. Post-Assessment

## 1. Course Objective

Get a hands-on experience in Windows 11 with the Windows 11 course and lab. The course covers Windows 11 functionalities including customizing the Windows, surfing the Web, performing day-to-day tasks with Windows apps, implementing security, Windows accessibility, working with multimedia, sharing your computer, and so on. The course contains interactive lessons with knowledge checks, quizzes, and live labs for a live experience of Windows 11.

## 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. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.

**148**  
EXERCISES

## 4. Quiz

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.



## 5. 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.

## 6. 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.

## 7. 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.

## 8. 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

## 9. 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: Introduction

- How to Use This Course?

## Chapter 2: Getting Started with Windows

- Explore the PC Screen
- Explore the Start Menu
- Start and Close an App
- Connect to Your Wireless Network
- Put Windows to Sleep
- Restart or Shut Down Windows
- Switch to a Microsoft Account
- Install an App
- Switch Between Running Apps
- Arrange Running Apps
- Uninstall an App

## Chapter 3: Customizing Windows

- Pin an App to the Start Menu



- Open the Settings App
- Change the Lock Screen Background
- Choose a Lock Screen Status App
- Customize Syncing Between Devices
- Access an App's Features
- Pin an App to the Taskbar
- Change the Theme
- Adjust the Volume
- Set the Time Zone
- Configure Windows to Work with Multiple Monitors
- Customize the Taskbar
- Work with Widgets
- Set Up Multiple Desktops

## Chapter 4: Surfing the Web

- Open a Web Page
- Open a Web Page in a Tab
- Navigate Web Pages

- Find Text on a Page
- Navigate with the History List
- Change Your Start-up Page
- Save Favorite Web Pages
- Take Advantage of the Favorites Bar
- Share a Web Page
- Search for Sites
- Download a File

## Chapter 5: Sending and Receiving Email

- Launch the Mail App
- Configure Mail Settings
- Configure an Email Account
- Send an Email Message
- Format the Message Text
- Add a File Attachment
- Save a Draft of a Message
- Receive and Read Email Messages

- Reply to a Message
- Forward a Message
- Open and Save an Attachment
- Delete a Message
- Create a Folder for Saving Messages

## Chapter 6: Getting Social with Windows

- Create a Contact
- Add Your Google Account
- Add Your iCloud Account
- View a Contact
- Edit a Contact
- Assign a Photo to a Contact
- Add Extra Fields to a Contact
- Filter the Contacts List
- Combine Multiple Profiles for a Contact
- View Your Calendar
- Add an Event to Your Calendar

- Create a Recurring Event
- Add an Event Reminder
- Send or Respond to an Event Invitation
- Customize Your Calendar

## Chapter 7: Performing Day-to-Day Tasks with Apps

- Search Your PC
- Write a Note
- Make a To-Do List
- Configure Skype
- Call Someone Using Skype
- Display a Location on a Map
- Get Directions to a Location
- Check Your Weather Forecast
- Check Another City's Weather Forecast
- Perform Calculations
- Record a Voice Memo
- Set an Alarm

## Chapter 8: Working with Images

- Import Images from a Digital Camera
- Scan an Image
- Navigate the Pictures Folder
- View Your Images
- Start a Slide Show
- Set an Image as the Photos App Tile
- Repair an Image
- Add a Photo Effect
- Crop an Image
- Rotate an Image
- Delete an Image
- Print an Image
- Take a Picture with Your PC Camera

## Chapter 9: Working with Multimedia

- Import Videos from a Digital Camera
- Navigate the Videos Folder

- Watch a Video
- Edit a Video
- Make a Movie
- Play a Music CD
- Copy Tracks from a Music CD
- Navigate the Music Folder
- Play Music
- Create a Playlist
- Switch Between Audio Devices

## Chapter 10: Editing Documents

- Create and Save a Document
- Open a Document
- Change the Text Font
- Find Text
- Replace Text
- Insert Special Symbols
- Make a Copy of a Document

- Create a OneNote Notebook
- Add Pages and Sections to a Notebook
- Add Text Notes
- Add an Image to a Notebook Page
- Work with Notebook Lists
- Print a Document

## Chapter 11: Working with Files

- Select a File
- Change the File View
- Preview a File
- Copy a File
- Move a File
- Rename a File
- Create a New File
- Delete a File
- Restore a Deleted File
- Add a File to Your OneDrive

- Extract Files from a Compressed Folder
- Specify a Different Program When Opening a File

## Chapter 12: Sharing Your Computer

- Display User Accounts
- Create a User Account
- Switch Between Accounts
- Change Your User Account Picture
- Change a User's Password
- Delete an Account
- Add a Child to Your PC
- Set Restrictions on a Child Account

## Chapter 13: Getting More from a Tablet PC

- Understanding Gestures
- Using Gestures to Control Windows
- Display the Touch Keyboard
- Input Text with the Touch Keyboard



- Customize the Touch Keyboard Size and Theme
- Adjust Screen Brightness
- Monitor Battery Life

## Chapter 14: Implementing Security

- Understanding Windows Security
- Check for Security Problems
- Create a Picture Password
- Sign In with a PIN
- Set Up a Fingerprint Sign-In
- Lock Your Computer
- Configure Your PC to Lock Automatically
- Browse the Web Privately
- Control Your Private Information
- Clear Your Activity History

## Chapter 15: Making Windows More Accessible

- Increase the Text Size
- Magnify Screen Areas

- Have Screen Text Read to You
- Change to a High-Contrast Theme
- Apply a Color Filter
- Flash the Screen During Audio Notifications
- Make the Keyboard More Accessible
- Control Windows via Voice

## 10. Practice Test

### Here's what you get

**40**

PRE-ASSESSMENTS QUESTIONS

**40**

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.

## 11. 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

### Getting Started with Windows

- Creating a Microsoft Account

### Customizing Windows

- Configuring the Lock Screen
- Changing the Windows 11 Theme
- Using Widgets

## **Surfing the Web**

- Navigating a Webpage in Microsoft Edge
- Using the Features of a Webpage

## **Sending and Receiving Email**

- Configuring an Email Account in the Mail App
- Composing and Sending an Email in the Mail App

## **Getting Social with Windows**

- Adding and Editing a Contact in the Mail App
- Using the Calendar App

## **Performing Day-to-Day Tasks with Apps**

- Configuring the Skype App
- Using the Weather App

## **Working with Images**

- Working with an Image

## **Working with Multimedia**

- Making a Movie in the Photos App

## **Editing Documents**

- Working with WordPad

## **Working with Files**

- Working with a File

## Sharing Your Computer

- Changing Account Settings

## Getting More from a Tablet PC

- Displaying and Customizing the Touch Keyboard

## Implementing Security

- Checking for Security Problems
- Signing In with a PIN
- Configuring Location Information and Activity History

## Making Windows More Accessible

- Making Windows More Accessible

## Here's what you get

**22**

LIVE LABS

**22**

VIDEO TUTORIALS

**36**

MINUTES

12.



## 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.