

Important Windows Skills

1. Understand hardware specs including screen resolution
2. Buy a PC
3. Understand User accounts
4. Change your passwords
5. Control startup programs
6. Understand file types
7. Use the Action Center
8. Work with external media
9. Configure the System Notification Area
10. Use System Restore
11. Create Recovery or Startup media
12. Send and receive email
13. Use the Device Manager
14. Use the Task Manager
15. Work with attachments
16. Boot from various media
17. Manage power usage
18. Use Cloud Services
19. Turn Hibernate on and off
20. Install a printer
21. Secure your router
22. Configure the Desktop
23. Undelete files and folders
24. Use the Settings App and Control Panel
25. Organize files and folders
26. Backup files and folders
27. Backup the operating system
28. Search your PC for settings or files
29. Clean up infested browsers
30. Create a USB flash drive toolkit
31. Remove malware
32. Uninstall software
33. Download and install software
34. Copy and burn optical media
35. Play music
36. Rip a CD
37. Restore your operating system
38. Use multiple browsers
39. Create shortcuts
40. Use the Command Prompt or Power Shell
41. Scan documents
42. Edit Photos
43. Download videos
44. Create letters, spreadsheets, etc