uCertify

Course Outline

Windows 11 Inside OUT

04 Aug 2025

1. Exercises, Quizzes, Flashcards & Glossary

   Number of Questions

2. Expert Instructor-Led Training

3. ADA Compliant & JAWS Compatible Platform

4. State of the Art Educator Tools

5. Award Winning Learning Platform (LMS)

6. Chapter & Lessons

   Syllabus

   Chapter 1: Introduction

   Chapter 2: Everything you need to know about Windows 11

   Chapter 3: Setting up a new Windows 11 PC

   Chapter 4: Using Windows 11

   Chapter 5: Personalizing Windows 11

   Chapter 6: Installing and configuring apps

   Chapter 7: Using and managing built-in Windows apps

   Chapter 8: Using Microsoft Edge

   Chapter 9: Managing local and cloud storage

   Chapter 10: Using File Explorer

   Chapter 11: Managing user accounts, passwords, and credentials

   Chapter 12: Configuring Windows networks

   Chapter 13: Windows security and privacy

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   Chapter 16: Troubleshooting, backup, and recovery

   Chapter 17: Windows Terminal, PowerShell, and other advanced management tools

   Chapter 18: Running Windows 11 in a virtual machine or in the cloud

   Chapter 19: Using Android and Linux on Windows 11

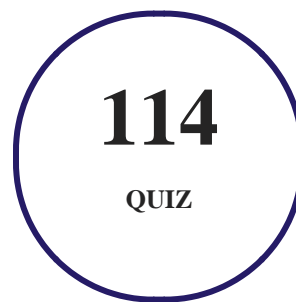   Chapter 20: Managing Windows PCs in the enterprise

Videos and How To

7. Live labs

Lab Tasks

Here's what you get

1. ⏱️ 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.

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QUIZ

2. 👤 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.

3. ⊗ 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.

4. 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.

5. 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

6. ⚙ 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

- Who this course is for

- How this course is organized

Chapter 2: Everything you need to know about Windows 11

- What's new in Windows 11?

- Setup, updates, and upgrades

- User experience

- Windows 11 and the web

- Cloud connections

- Windows 11 apps and the new Microsoft Store

- Security

- Windows 11 and hardware

Chapter 3: Setting up a new Windows 11 PC

- Backing up data and settings

- Downloading and creating installation media

- Windows 11 minimum hardware requirements

- Installing Windows 11

- Activating Windows

- Using multiple operating systems on the same PC

- Tweaking and tuning your Windows installation

Chapter 4: Using Windows 11

- An overview of the Windows 11 user experience

- Using and customizing the Start menu

- Using the Start menu to search

- Using and customizing the taskbar

- Customizing the Quick Settings pane

- Managing notifications and eliminating distractions

- Managing and arranging windows

- Switching between tasks and desktops

- Using a keyboard and voice input in Windows 11

Chapter 5: Personalizing Windows 11

- Customizing the look and feel of Windows

- Using themes to save and apply personalizations

- Fine-tuning visual options

- Setting date and time, currency, and other regional options

- Overcoming challenges

- Working with fonts

Chapter 6: Installing and configuring apps

- Understanding the Windows app landscape

- Installing, managing, and uninstalling apps

- Managing apps and processes with Task Manager

- Managing startup apps

- Setting default apps and file-type associations

- Turning Windows features on or off

- Setting AutoPlay options

Chapter 7: Using and managing built-in Windows apps

- Apps included with Windows 11

- Mail, Calendar, People, and To Do

- Using Microsoft Teams

- Music, photos, and movies

- Performing screen captures with Snipping Tool

- Using Maps

Chapter 8: Using Microsoft Edge

- An overview of Microsoft Edge

- Managing Edge profiles and sync

- Customizing browser settings

- Working with tabs

- Making webpages easier to read

- Finding and organizing information

- Managing privacy and tracking prevention

- Opening incompatible pages in Internet Explorer mode

- Using Microsoft Edge to read and edit PDFs

Chapter 9: Managing local and cloud storage

- Setting up hard disks and other storage devices

- Connecting OneDrive to your Windows PC

- Managing disk space

- Managing existing disks and volumes

- Working with virtual hard disks

Chapter 10: Using File Explorer

- Mastering File Explorer

- Organizing personal data with user profile folders and libraries

- Integrating OneDrive with File Explorer

- Recovering lost, damaged, and deleted files and folders

- Sorting, filtering, and grouping in File Explorer

- Searching from File Explorer

- Configuring the Windows search index

- Advanced search tools and techniques

- Saving searches

Chapter 11: Managing user accounts, passwords, and credentials

- Creating and managing user accounts

- Making the sign-in process more secure

- Signing out, switching accounts, or locking your computer

- Sharing your PC with other users

- Introducing access control in Windows

Chapter 12: Configuring Windows networks

- Windows 11 networking essentials

- Enabling network discovery

- Setting the network location

- Connecting to a wireless network

- Connecting to another computer with Remote Desktop

- Sharing files, printers, and other resources over a local network

- Finding and using shared resources on a Windows network

- Connecting to and using cloud-based apps and resources

- Troubleshooting network problems

Chapter 13: Windows security and privacy

- Understanding security threats

- Monitoring your computer's security

- Keeping Windows up to date

- Configuring privacy options

- Preventing unsafe actions with User Account Control

- Blocking malware

- Stopping unknown or malicious programs with Microsoft Defender SmartScreen

- Encrypting information

- Blocking intruders with Windows Defender Firewall

Chapter 14: Managing hardware and devices

- Adding, configuring, and removing hardware devices

- Setting up Bluetooth devices

- Managing USB devices

- Updating and uninstalling drivers

- Printers and print queues

- Configuring displays and graphics adapters

- Speakers, microphones, and headsets

Chapter 15: Performance and power management

- What causes performance problems?

- Viewing details about your system

- Monitoring performance with Task Manager

- Using Resource Monitor to pinpoint performance problems

- Managing services

- Managing battery life on portable PCs

- Power management on desktop systems

Chapter 16: Troubleshooting, backup, and recovery

- Getting to know your troubleshooting toolkit

- Event Viewer

- Dealing with Stop errors

- Troubleshooting in Safe Mode

- Checking disks for errors

- Offering remote support with Quick Assist

- Windows 11 backup and recovery options

- Configuring and using System Restore

Chapter 17: Windows Terminal, PowerShell, and other advanced management tools

- Using and configuring Windows Terminal

- An introduction to PowerShell

- Working in a Command Prompt session

- Editing the Windows registry

- Automating tasks

- Using Microsoft Management Console

Chapter 18: Running Windows 11 in a virtual machine or in the cloud

- Virtualization in Windows 11

- Creating an instant VM with Windows Sandbox

- Setting up Hyper-V on Windows 11

- Creating and managing virtual machines with Hyper-V Manager

- Running a virtual machine

- Changing settings for a virtual machine

- Importing, exporting, and moving Hyper-V VMs

- Running virtual machines from the cloud

Chapter 19: Using Android and Linux on Windows 11

- Linking an Android phone to your PC

- Running Android apps on Windows 11

- Using the Windows Subsystem for Linux

Chapter 20: Managing Windows PCs in the enterprise

- Using a domain-based network

- Managing an Azure AD-based network

- Managing hybrid networks

- Managing computers with Group Policy

- Deploying Windows 11 in the enterprise

- Managing Windows 11 in the cloud

- Microsoft Intune

- Managing special-purpose computers

7. 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

Everything you need to know about Windows 11

- Using Task Manager for System Monitoring and Task Optimization
- Adjusting Privacy Settings in Microsoft Edge
- Exploring and Configuring Security Subsystems

Using Windows 11

- Using and Customizing the Windows 11 Start Menu
- Using Start Menu Search and Customizing the Taskbar
- Customizing Quick Settings and Managing Notifications
- Arranging Windows and Customizing Keyboard Features

Personalizing Windows 11

- Personalizing the Look and Feel of Windows
- Configuring Regional Settings in Windows 11
- Customizing Font Settings

Installing and configuring apps

- Managing Apps and Processes with a Task Manager

- Setting Default Apps and File-Type Associations
- Managing Windows Optional Features in Windows 11
- Configuring AutoPlay Options in Windows 11

Using and managing built-in Windows apps

- Exploring and Editing Images Using the Photos App
- Exploring the Snipping Tool in Windows 11
- Using Maps in Windows 11

Using Microsoft Edge

- Managing Tabs and Enhancing Readability in Microsoft Edge
- Finding and Organizing Information in Microsoft Edge
- Viewing and Editing a PDF Using Microsoft Edge

Managing local and cloud storage

- Creating a Volume with Diskpart
- Managing Disk Space
- Managing and Converting Volume
- Using the Disk2Vhd Tool to Create a VHD File

Using File Explorer

- Managing File Explorer

Managing user accounts, passwords, and credentials

- Creating and Managing a Local User Account

Configuring Windows networks

- Enabling Network Discovery and Setting the Network Location
- Connecting to a Remote Computer using RDC
- Sharing a Printer

Windows security and privacy

- Setting Up Automatic Windows Updates
- Configuring UAC Settings
- Enabling App Protection with SmartScreen and Windows Defender
- Encrypting Files and Folders Using EFS
- Using BitLocker
- Managing Windows Defender Firewall Using the Control Panel

Managing hardware and devices

- Enabling and Disabling a Device Driver
- Updating and Uninstalling Drivers
- Configuring Displays and Graphics Adapters

Performance and power management

- Managing Services Using Services Console and Task Manager

Troubleshooting, backup, and recovery

- Customizing and Filtering Event Viewer Logs
- Viewing and Exporting Event Logs
- Troubleshooting Stop Errors and Checking the Disk for Errors
- Backing Up Files
- Creating a Restore Point

Windows Terminal, PowerShell, and other advanced management tools

- Configuring and Personalizing Windows Terminal
- Working with Cmdlets and Pipelines in PowerShell
- Using PowerShell Providers in Windows 11
- Working in a Command Prompt Session
- Managing and Modifying the Windows 11 Registry

Running Windows 11 in a virtual machine or in the cloud

- Installing and Exploring Hyper-V

Managing Windows PCs in the enterprise

- Configuring a Default Domain Password Policy

Here's what you get

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LIVE LABS	**VIDEO TUTORIALS**	**HOURS**

You can't stay away! Get

3187 Independence Drive
Livermore, CA 94551,
United States

+1-415-763-6300

support@ucertify.com

www.ucertify.com