



PREREQUISITES

Delegates attending a Windows Course can be completely new to computers or with basic working knowledge.

COURSE OBJECTIVES

This one day course is designed to give delegates the confidence to use Windows to create a good file and folder structure, be able to move between Document Windows and launch the required Programs.

WINDOWS COURSE – ONE DAY

Course Content

Welcome To Windows

A Guided Tour Of The Screen
The Task Bar
Using The Mouse
The Desktop
Folders And Programs
The Start Menu
Programs And Documents

Working With Windows

Moving And Resizing
Minimise
Maximise
Restore
Closing

Starting Applications

Start Button
Desktop
Folders
Quickview
Start-Up Folder
Documents Menu

Managing Programs

The Task Bar
Cut / Copy / Paste
Tiling And Task Switching
Linking And Embedding

File Management

Windows Explorer
Creating A Folder
Working With Files And Folders
Copying And Moving
Renaming
Long File Names
Deleting And The Recycle Bin
Accessing Files From The Desktop
Understanding Viruses

Finding Files And Folders

Finding And Functions
Using Wildcards

Customisation

Control Panel
Mouse
Date And Time
Regional Settings
Changing Your Display

The Help Facility

The Help Menu / Functions
Searching For Topics

Printing

Printing Documents
Printers Folder
Pausing And Resuming Printing
Managing The Print Queue

Utilities

Notepad
Wordpad
Paint
Calculator
Character Map