



## **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

#### **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