

Summary

This course is designed for new users. The course introduces the operating system, teaches how to customize the appearance of your desktop and how to work with multiple windows. Students will master the technique of opening, saving and retrieving documents as well as how to organize the files on removable and hard drive.

Previous experience

None

Outline

Introducing Microsoft Windows

- Discover Windows Operating System
- Windows desktop
- Windows Start icon
- Windows Taskbar
- Windows Recycle Bin
- Windows My Computer icon

Windows Components and Selection Techniques

- Title bar, scroll bars and resizing of a window
- Elements of dialog boxes
- Mouse and keyboard selection techniques
- Drag and drop techniques
- Property sheets

Starting to use Windows

- Start icon and Start menu
- Programs and documents
- Controlling applications from the Taskbar
- Arranging windows and icons

Help Within Windows

- Help within Start button and F1 key
- Searching for help topics with Wizards
- Introduction to Windows Programs

Windows Accessories

- Notepad, WordPad, Paint, Calculator

The Explorer, My Computer and Recycling Bin

- Drives, folders, and files
- Windows Explorer
- Customizing Windows Explorer
- Folders – creation, selection
- Files – file name, saving and retrieving
- Moving and copying files and folders
- Renaming and deleting files and folders
- Recycling Bin
- Creating shortcuts on the Desktop

Printing

- Setting up a printer
- Print Preview a file

Clipboard

- Basics
- Linking objects

Windows Searching Utilities

- Searching for files or folders
- Opening files or folders
- Customizing the Start menu and Taskbar

Customizing Windows

- Background, screen saver, desktop scheme
- Control Panel