



Microsoft Windows

Introductory

Pre Course Questionnaire

Please put a cross in the appropriate box - **A** = No knowledge – **B** = Some knowledge - **C** = Competent

Fundamentals	A	B	C
Using menus and toolbars			
Using the taskbar			
Using help			
Using the mouse			
Switching between windows			
Maximising/minimising & Closing			
Arranging icons			
Running programs			
Creating shortcuts			

File management	A	B	C
Formatting & copying a disc			
Creating a new folder			
Selecting multiple files			
Copying & renaming files/folders			
Moving & deleting files/folders			
Viewing object properties			
Using the recycle bin			
Panting a file			
Using dialogue boxes			

Accessories	A	B	C
Using the entertainment program			
Using the calculator			
Using notepad			
Using paint			
Understanding windows explorer			
Using Word-pad			

Control panel	A	B	C
Setting the date and time			
Changing displays and setting			
Changing fonts			
Using regional settings			
Adding/removing hardware			
Adding removing programs			
Changing keyboard settings			
Changing mouse settings			
Adding a new printer			
Phone and modem options			
Using sound and multimedia			
Network and dialup connections			
Setting passwords			
Changing system priorities			

System tools	A	B	C
Scanning a disc for errors			
Using disc defragmenter			
Creating a backup			
Restoring a backup			
Scheduling tasks			
Using the character map			

Shutting down	A	B	C
Restarting windows			
Shutting down windows			

Name: _____
Organisation: _____

Training date: _____
Signed: _____