
Microsoft Windows Introductory

Course objectives

This extremely practical course introduces new users to the Windows operating system. It will provide “hands on” experience of many of the features found in this product and will take you through the essential tools and features needed to get the most out of Windows.

Target Audience

For people who have little or no experience of the Windows operating system.

Assumed Knowledge

We assume that you have little or no previous knowledge of PCs or Windows. Familiarity with the layout of a standard keyboard would be an advantage.

Course Agenda

Fundamentals

- Menus
- Toolbars
- The Taskbar
- Help
- Using a Mouse
- Switch Between Open Windows
- Maximise, Minimise and Close Windows
- Arrange Icons
- Run a Program
- Create a Shortcut

Accessories

- Entertainment
- Calculator
- Notepad
- Paint
- Explorer
- WordPad

System Tools

- Scan a Disk for Errors
- Disk Defragmenter
- Backup
- Restore
- Schedule Tasks
- Character Map

File Management

- Format and Copy a Disk
- Create a New Folder
- Select Multiple Files
- Move, Copy and Rename Files and Folders
- Delete Files and Folders
- View Object Properties
- The Recycle Bin
- Print a File
- Dialog Boxes
- Search

Control Panel

- Date/Time
- Display Settings
- Fonts
- Regional Settings
- Add/Remove Hardware
- Add/Remove Programs
- Keyboard Settings
- Mouse Settings
- Add a New Printer
- Phone and Modems Options
- Sounds and Multimedia
- Network and Dial-Up Connections
- Passwords
- System Properties

Shutting Down

- Restart
- Shut down