

## Course Outline - Windows Introduction : a one-day training course

### Getting started with Windows

- The Windows operating system
- Starting the computer and Windows
- User Log On
- Windows Desktop
- Using a mouse ; Using a keyboard
- Basic Windows features
- The Title Bar
- Maximising, restoring and minimising Windows
- The Program Control Icon
- Closing Windows
- Cascading and tiling Windows
- Repositioning and sizing a Window
- Scrolling around a Window

### Menus, commands and dialogue boxes

- Menus
- Commands; Greyed-out commands
- SpeedKeys
- Shortcut menus
- Dialogue boxes
- Wizards
- Toolbars

### The Start Menu and Taskbar

- The Start Menu
- The Programs Menu Item
- The Documents Menu
- Getting assistance
- The Run Menu Item
- The Shut Down Menu Item
- The Settings and Search Menus
- The Taskbar
- Changing the position and size of the Taskbar

### Working with files

- Understanding files
- File size and disk space
- Searching for files
- Renaming and deleting a file
- The Recycle Bin
- Moving and copying a file
- Selecting multiple files
- Undo
- Formatting a floppy disk
- Shortcuts
- History Bar

### Windows Applications

- Application Windows
- Starting an application
- Opening files
- Notepad
- Saving a file
- WordPad
- Paint
- Calculator
- Transferring data
- Exiting applications

### Customizing the Desktop

- The Control Panel
- System Information
- Regional options
- Mouse properties ; Keyboard properties
- Display properties
- Active Desktop
- Controlling volume and sounds
- Setting the Date/Time
- Recycle Bin
- Adding Shortcuts to the Start Menu

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## **Working with folders**

- About files, folders and disks
- Navigating folders in Windows
- Path names
- My Computer
- Windows Explorer
- Browsing network folders
- Creating, renaming and deleting a folder
- Moving and copying a folder
- Selecting multiple folders
- Changing the appearance of items in a folder
- Customising My Computer and Windows Explorer

## **Printing**

- The printers folder
- Printing documents
- Managing the Print Queue
- Printing preferences

# Microsoft Windows Introduction

A one-day training course

## Course Aims

This training course shows delegates the basic functions required to operate a PC running Microsoft Windows. Delegates will learn to operate the Desktop, organize files and folders, customize Microsoft Windows, use basic text and graphics editors and print documents.

## Who Should Attend?

Any PC user who wishes to gain basic user knowledge of the Microsoft Windows operating system.

*Note* : No prior experience of using a PC or Microsoft Windows is assumed.