

# Introduction to Windows

## What Can You Expect?

This course is designed for people who need the necessary skills to create a document, organise files, create an efficient work environment, and clean up the system.

## What Is Required From You?

Learners should be familiar with using a mouse and keyboard. They should have worked with basic computer concepts and attended Computer Literacy or possess equivalent knowledge prior to attending this course.

## 1 Day Course Content

### Work with the Desktop

- Use the mouse effectively
- Move and arrange icons
- Work with individual windows
- Size and move windows
- Open and close menus
- Choose commands and options
- Minimize windows
- Maximise windows
- Manage multiple windows
- Close individual windows
- Work with dialog boxes
- Specify options in Dialog Boxes
- Create and delete shortcuts
- Use shortcuts

### Explore the Start Menu

- Using Windows Accessories
- Start application programs in Windows
- Open recently used documents
- Customise the Taskbar
- Customise the Start Menu
- Find/Search for Files and Folders
- Get Help/Support

### Customise the Control Panel

- Customise the Display
- Customise the mouse
- Change Regional Settings
- Set Date & Time

## What Will I Take Back To Work With Me?

When you walk out of the door with your certificate in hand, utilising your Computer to perform daily tasks will make more sense. You will be able to create folders and navigate with ease and have access to your important applications quicker.

### Manage Files & Folders

- Understand the difference between Files & Folders
- Create Folders & Subfolders
- Change Folder Views
- Rename Files & Folders
- Copy Files & Folders
- Move Files & Folders
- Delete Files & Folders
- Format a disk

### Use the Recycle Bin

### Use Windows System Tools

- Back up Files
- Use Disk Compression
- Use Disk Defragmenter
- Detect & Repair Disk Errors

### Log Off User

### Shut Down Microsoft



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