

Introduction, 1 Day

Course Description

This course provides the student with a solid introduction to the basic concepts underlying the Windows operating system. Although many of the skills acquired can be implemented directly, much of the material is designed to provide skills that are used as the student uses other software programs in Windows.

Prerequisites

No prior computer experience is necessary for this course.

Topics Covered

Overview

What is Windows?
What can Windows do?
How Do I Get Started?
What Else Do I Need?
Software

Using The Mouse

Standard Mouse Techniques
(Click, Drag, Double-Click)
Keyboard/Mouse Simultaneously
Common Mouse Pointer Shapes

The Desktop

Standard Desktop Icons, Definitions
Purpose Of Taskbar
Taskbar Properties
Start Menu, Show/Hide Clock
Moving And Sizing The Taskbar
Using The Start Menu

Windows Controls

The Recycle Bin
Opening And Closing Windows
Open/Close A Program/Document
Moving And Sizing Windows
Minimize, Maximize, & Restore

Proportional Scroll Bars

How And Why To Use
Proportional Scroll Box

Window Options

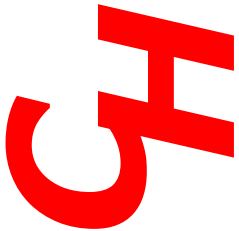
Menus Using Mouse / Keyboard
Dialog Boxes - Mouse/Keyboard
Windows Accessories
Calculator
Character Map, E.G. É, ©, £, H, J
The Paint Program
Printing

Documents

Saving/Naming Filenames Rules
Choosing Where To Save Files
Saving First Time vs. Subsequent
Saves
Saving File With New Name Or To New
Location
Opening Files
Working On More Than One File At The
Same Time

Transferring Data Between Files Or Programs

Methods For Transferring Described
Using The Clipboard - Cut, Copy, Paste
Using The Insert, Object Method
Using The Drag And Drop Method -
Mouse-Driven
Move And Copy



Intermediate, 1 Day

Course Description

This course is designed for the student who has been using Windows programs and is familiar with the basics, but needs guidance in getting the most out of the system. In particular, the course offers topics which help in organizing and customizing Windows to increase both efficiency and enjoyment.

Prerequisites

Windows Introduction or equivalent knowledge. Before taking this course you should already be using at least one application program (e.g. Excel, Word, etc.).

Topics Covered

File Management – The Explorer

- Basics Of Explorer Display
- Creating And Naming
- Folders/Directories
- Renaming Folders
- Deleting Folders

Managing Files & Folders

- Selecting Files (Sequentially, Randomly, All, Deselecting)
- Moving And Copying Files Between Folders/Drives
- Moving And Copying Folders
- Deleting Files/Folders & Restoring Deleted Files Or Folders
- File Properties – Making Read Only, Viewing Statistics

Finding Files Or Folders

- Finding Using Wildcards
- Finding Based On Last Date Saved
- Finding Based On Text Within The File

Explorer – Maintaining Disks

- Formatting
- Creating System/Boot Disks
- Setting File Types

The Recycle Bin

- Deleting & Restoring
- Deleting Permanently

Shortcuts

- Creating A Shortcut To A File, Program, Or Folder

Control Panel

- Setting Date And Time
- Custom. Regional Settings (Date/Number/Currency)
- Customizing Mouse Actions
- Customizing Screen Display
- Using Sound Files
- Installing, Removing, Previewing Fonts
- Installing New Hardware
- Adding / Removing Software
- Making Start-Up Disk
- Customizing Keyboard Functionality
- Choosing Language
- Setting Accessibility Options – Further Customizing Mouse, Keyboard Control

Customizing The Taskbar

- Customizing Start Menu – Add/Del Files/Programs
- Rearranging Items On The Start Menu

Transferring And Linking Data Between File/Programs

- Methods For Transferring Described
- Using The Clipboard – Cut, Copy, Paste
- Using The Insert, Object Method
- Using The Drag And Drop Method
- Linking Data
- Linking Using The Clipboard
- Link Using Insert, Object
- Updating Links
- Tips On Linking Data