

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Start and shutdown Windows
- * Start an application
- * Manage file storage
- * Navigate within the environment
- * Print Files
- * Customise the environment
- * Work with the Web
- * Set the computer for people with disabilities

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

FEATURES OF WINDOWS

- * What is Windows?
- * Starting Windows
- * Starting Windows
- * Using Desktop Icons
- * The Taskbar and Quick Launch Bar
- * The Start Menu
- * Setting up your computer
- * Searching for a file
- * Getting Help

**SHUTTING DOWN WINDOWS
COMPUTER AWARENESS**

- * Introducing Your Personal Computer
- * The Hardware
- * Information Storage
- * The Software

WORKING WITH WINDOWS

- * Working with multiple windows
- * Some standard Windows features
- * Dialogue Boxes

MANAGING YOUR FILES

- * Organising your files
- * Managing files with My Computer
- * Using My Computer
- * Moving and Copying Files
- * The History folder
- * The Recycle Bin

CUSTOMISING WINDOWS

- * Customising your environment: The Desktop
- * Creating Shortcuts
- * Web Style Desktop
- * Customising windows
- * The Taskbar
- * Personalised menus
- * The Start Menu

**TOOLBARS - PERSONALISING YOUR
COMPUTER USING CONTROL
PANEL**

- * The Control Panel
- * Conserving power on your computer
- * Printing and printers

**SETTING THE COMPUTER FOR
PEOPLE WITH DISABILITIES**

- * Enhanced accessibility features
- * The Accessibility Wizard
- * The On-Screen keyboard

GENERAL HOUSEKEEPING

- * Transferring files using My Briefcase
- * Cleaning the hard disk
- * Rearranging your hard drive
- * Backing up your computer

WORKING WITH THE WEB

- * Exploring the Internet
- * Synchronising files
- * Appendix
- * My Network Places
- * Working with offline files
- * Encrypting files for safety
- * Outlook Express
- * Newsgroups
- * Working with contacts