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## MS WINDOWS COURSE OUTLINE

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Starting A Computer

**Problems That May Occur**

**Typing The Login Information**

**Using A Pointing Device – The Mouse**

**Graphical User Interface (Gui)**

**The Main Components Of The Windows Desktop**

MY COMPUTER

MY DOCUMENTS

THE RECYCLE BIN

THE TASKBAR

THE START BUTTON

**Move, Minimize, Maximize And Close A Desktop**

**Window**

MOVE A WINDOW

MINIMISE A WINDOW

MAXIMISE A WINDOW

CLOSE A WINDOW

**Arranging Icons On The Desktop**

**Creating A Shortcut Icon**

STARTING A PROGRAMME

**Opening More Than One Window (Programme) At A Time**

**Switching Between Windows**

**Starting A New Document**

**Opening An Existing Document**

**Closing A File**

**Closing A Programme**

MOUSE POINTERS SHAPES AND SELECTING IN WORD

**Mouse Pointer Shapes And Selecting In Excel**

**The Keyboard Layout**

ESC KEY

FUNCTION KEYS

NUMERIC KEYPAD

**Typing In Capital Letters (Uppercase)**

NAVIGATION PAD

**Navigating In A Word Document**

**Using The Scroll Bars To Navigate**

**Editing Text**

**The Undo And Redo Command**

**Types Of Windows (Not Operating System)**

**The Application Window**

THE TITLE BAR

THE MINIMIZE, MAXIMISE AND RESTORE DOWN BUTTON

THE CLOSE BUTTON

THE HELP FUNCTION

THE OFFICE BUTTON

**The Ribbon**

**Groups**

**The Dialogue Box Launcher**

**The Quick Access Toolbar**

**The Status Bar**

**Saving Documents**

SAVING DOCUMENTS FOR THE FIRST TIME

SAVING CHANGES TO A DOCUMENT

**Preview, Page Layout And Printing**

**Previewing A Document**

PAGE ORIENTATION

CHANGING PAPER SIZE

PRINTING A DOCUMENT

PRINTER QUEUE

**Using The Cut, Copy And Paste Commands**

USING THE COPY AND PASTE ICONS

USING THE CUT AND PASTE ICONS

**Changing The Configuration Of Your Computer**

CHANGING THE DATE

CUSTOMIZING THE COMPUTER USING THE CONTROL PANEL

SWITCHING THE MOUSE BUTTON - FOR LEFT HANDED USERS

**File Management**

TYPES OF FILES

TYPES OF STORAGE DEVICES

HARD DRIVE

STIFFY (FLOPPY) DRIVE

FLASH DRIVE OR MEMORY STICK

CD-ROM

**Opening The Windows Explorer**

IDENTIFYING A DRIVE

ORGANIZING FOLDERS AND FILES

DOCUMENTS (ALSO REFERRED TO AS MY DOCUMENTS)

CREATING A FOLDER

CREATING A SUB-FOLDER

**Renaming A Folder**

**Viewing Folders And Files In The Windows Explorer**

**Selecting Files**

SELECTING RANDOM FILES

SELECTING A LIST OF FILES

**Making A Copy Of A File**

**Moving A File**

**Deleting A File**

**Sending A File To Removable Storage – Memory Stick**

**Compressing Files (Zip)**

**The Search Command In The Windows Explorer**

**The Search Command In The Start Menu**

**Identifying How Many Files Are In A Folder**

**Protecting Files**

**Backing Up Files**

**Restoring Backed Up Files**

**Identifying How Much Storage Space Your Hard Drive Contains**