
WINDOWS COURSE OUTLINE

This is a two-day course. The Learners work through examples with the Facilitator, practical exercises are completed during the training session. This can be run as a one-day course provided the Learners have some computer knowledge already.

Starting A Computer	The File Tab
Problems That May Occur	The Ribbon
Typing The Login Information	Groups
Using A Pointing Device – The Mouse	The Dialogue Box Launcher
Graphical User Interface (GUI)	The Quick Access Toolbar
The Windows Interface	The Status Bar
Navigating In Windows	Saving Documents
Opening An Application	Saving Documents For The First Time
Closing An Application	Saving Changes To A Document
Navigating In Windows	Saving A Document As A Copy
Navigating To The Desktop	Preview, Page Layout And Printing
The Main Components Of A Windows Desktop	Previewing A Document
The Recycle Bin	Page Orientation
Restoring Files From The Recycle Bin	Printing A Document
The Taskbar	Using The Cut, Copy And Paste Commands
The Start Menu	Using The Copy And Paste Icons
Move, Minimize, Maximize And Close A Desktop Window	Using The Cut And Paste Icons
Move A Window	Changing The Configuration Of Your Computer
Minimise A Window	Changing The Date
Maximise A Window	File Management
Close A Window	Types Of Files
Starting A Programme In Windows	Types Of Storage Devices
Opening More Than One Window (Programme) At A Time	Hard Drive
Switching Between Windows	Flash Drive Or Memory Stick
Starting A New Document In Word	Cd-Rom
Opening An Existing Document	Opening The Windows Explorer
Closing A File	Identifying A Drive
Closing A Programme	Organizing Folders And Files
The Keyboard Layout	Documents (Also Referred To As My Documents)
Esc Key	Creating A Folder
Function Keys	Creating A Sub-Folder
Numeric Keypad	Renaming A Folder
Typing In Capital Letters (Uppercase)	Viewing Folders And Files In The Windows Explorer
Navigation Pad	Selecting Files
Navigating In A Word Document	Selecting Random Files
Using The Scroll Bars To Navigate	Selecting A List Of Files
Mouse Pointers Shapes And Selecting In Word	Making A Copy Of A File
Mouse Pointer Shapes And Selecting In Excel	Moving A File
Editing Text	Deleting A File
The Undo And Redo Command	Sending A File To Removable Storage – Memory Stick
Types Of Windows (Not Operating System)	The Search Command In The Windows Explorer
The Application Window	The Search Command In The Start Menu
The Title Bar	
The Minimize, Maximise And Restore Down Button	
The Close Button	
The Help Function	