

## 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