

## 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 Internet

## PREREQUISITES

None

## CUSTOMISATION

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

## COURSE OUTLINE

### COMPUTER AWARENESS

- \* Introducing your personal computer
- \* The Hardware
- \* Information Storage
- \* The Software
- \* Starting Applications

### FEATURES OF WINDOWS

- \* What is Windows?
- \* Starting Windows
- \* Using Desktop Icons
- \* The Taskbar
- \* The Start Menu and Start Button
- \* Setting up your computer
- \* Displaying basic information about your computer
- \* Searching for a file
- \* Getting Help
- \* Shutting down Windows

### WORKING WITH WINDOWS

- \* Working with multiple windows
- \* Resizing, maximising, minimising and closing windows
- \* Some standard Windows features
- \* Dialogue Boxes

### CUSTOMISING WINDOWS

- \* Customising your environment
- \* Customising the Desktop
- \* Creating Shortcuts
- \* Customising Windows
- \* Customising the Taskbar
- \* Personalised menus
- \* The Start Menu

### FILES, FOLDERS AND DISKS

- \* Types of drive and drive letters
- \* Windows Explorer
- \* Views within Windows Explorer
- \* Types of Windows Explorer icons
- \* Drives, Folders and Files
- \* Data storage devices

### MANAGING FILES AND FOLDERS

- \* Organising your files and folders
- \* Creating a folder and a subfolder
- \* Renaming a folder
- \* Deleting a folder
- \* Managing files
- \* Printing Files
- \* Using My Documents
- \* Moving and Copying Files
- \* The Recycle Bin

### WORKING WITH THE INTERNET

- \* Explanation of the Internet
- \* Explanation of the WWW
- \* Description of URLs
- \* Description Web Browsers
- \* The Internet Explorer Screen
- \* Internet Explorer Toolbar
- \* Exiting and Closing Internet Explorer

### BROWSING THE INTERNET

- \* Navigate Around the Internet
- \* Using the toolbar, links, address bar, Go button
- \* Searching for information
- \* Using Search Engines
- \* Printing a Web Page
- \* Using Help and tips
- \* Using Favourites

### VIRUSES, SPYWARE AND COOKIES

- \* What are computer viruses?
- \* What is spyware?
- \* What are cookies?
- \* Virus checking programs
- \* Scanning for viruses
- \* Updating anti-virus programs

### GENERAL HOUSEKEEPING

- \* Cleaning the hard disk
- \* Rearranging your hard drive
- \* Backing up your computer

### PERSONALISING YOUR COMPUTER

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