

COURSE CONTENT

- ❖ **Introduction to the Operating System**
- ❖ **The Windows screen / The Desktop**
- ❖ **Desktop Icons**
 - My Computer, My Documents, The Recycle Bin
- ❖ **The Taskbar**
 - Switching between programmes
- ❖ **The Start menu, Starting a programme**
- ❖ **Parts of a window**
 - Task Pane, Title Bar, Menu Bar, Toolbars, Scroll Bars
- ❖ **Minimising, maximising, restoring and closing windows**
- ❖ **Moving and resizing a window**
- ❖ **Using the Mouse**
 - Mouse actions, Mouse pointer shapes and tasks
- ❖ **Arranging windows horizontally or vertically**
- ❖ **Shortcuts Icons**
 - Sending a shortcut for a programme to the desktop
 - Adding a shortcut to the Quick Launch bar
 - Changing, renaming and deleting shortcut Icons
 - Arranging Icons on the Desktop
- ❖ **Folders and files**
 - File types
 - ◆ Word Processors
 - ◆ Spreadsheets
 - ◆ Presentation Graphics
 - ◆ Databases
 - Creating folders
 - Moving a file to another folder
 - Selecting multiple files
 - Copying a file from the (C:) drive to another drive
 - Renaming files
 - Deleting files
 - Creating a shortcut for a file
 - Viewing the contents of folders in a different view
- ❖ **Dialogue boxes, Check boxes and Drop-down list boxes**
- ❖ **Saving your work, Saving a file with a different name or format**
- ❖ **Creating a new document**
- ❖ **Opening an existing document**
- ❖ **Selecting information**
- ❖ **Copying and moving text / data**
- ❖ **Linking Information between files and applications**
- ❖ **Creating Hyperlinks**
- ❖ **The Documents command**
- ❖ **Using the Search command: Searching for files and text in documents, Using Wildcards**
- ❖ **The Windows Explorer**
 - The Address Bar
- ❖ **The Recycle Bin**
 - Restoring folders or files from the Recycle Bin
 - Emptying the Recycle Bin
- ❖ **The Accessories folder**
 - Using the Calculator

LEVEL 1

Unit Standards 117902/ 117867

Microsoft Windows is an operating system - its main function is to provide the essential background services other programmes need in order to run efficiently. The graphical environment allows you to mix text, data and graphics from multiple applications together in one file. Users can also run several programmes at once and switch between them without having to close one before using another.

- ❖ **Regional setting and options**
- ❖ **The Control Panel**
 - Changing currency and date properties
- ❖ **Turning off the computer**
- ❖ **Using System Tools**
 - Checking disks and drives
 - Optimising the computer by defragging

Who should attend?

Delegates who wish to attend Microsoft Word or Excel should start with this course:

- Personal Assistants
- Secretaries
- Administrative staff

Pre-requisite

For Users who have worked on a computer and only have a basic knowledge of the Windows Operating system and are not familiar with the various functions of the Windows Operating System.

Bookings

Contact Adrian Jonck on:
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to enquire about availability and dates.