

## COURSE CONTENT

- ❖ **Introduction to the Operating System**
- ❖ **The Desktop: Desktop Icons**
  - Customising Desktop Icons
- ❖ **Setting the desktop background**
- ❖ **The Taskbar**
  - Switching between programmes
- ❖ **The Windows sidebar**
  - Customising the sidebar
- ❖ **Controlling Gadgets**
  - Adding Gadgets
  - Customising Gadgets
  - Removing Gadgets
- ❖ **The Start menu, Starting a programme**
- ❖ **Parts of a window**
  - Title Bar, The Office Button, The Ribbon
  - Command Tabs, Contextual Tabs
  - Groups
  - The Quick Access Toolbar
  - Scroll Bars
- ❖ **Minimising, maximising, restoring and closing windows**
- ❖ **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 shortcuts to the Quick Launch bar
  - Changing, renaming and deleting shortcut Icons
  - Arranging shortcut Icons on the Desktop
  - Arranging Desktop Icons
- ❖ **Folders and files**
  - File types
  - 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
- ❖ **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, Deleting a file**
- ❖ **Selecting information**
- ❖ **Copying and moving text / data**
- ❖ **Linking Information between files and applications**
- ❖ **Creating Hyperlinks**
- ❖ **Snipping an Image**
- ❖ **Accessing files**
- ❖ **Using the Search command**
  - Searching for files and text in documents, Using Wildcards
  - Running an advanced search
- ❖ **Regional Setting Options**
  - Changing Currency and date settings

## LEVEL 1

### Unit Standards 117902/ 117867

*Microsoft Vista 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.*

- ❖ **The Windows Explorer**
  - Grouping, filtering or stacking files
- ❖ **The Recycle Bin**
  - Restoring folders or files from the Recycle Bin, Emptying the Recycle Bin
- ❖ **The Accessories folder**
- ❖ **Compressing files**
  - Creating a compressed folder
  - Opening a compressed file
- ❖ **Leaving or turning off the computer**

## 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.