

INTRODUCTION to COMPUTING and WINDOWS

Introduction to Computing and Windows is a one day course for new users

Prerequisite – Very limited computer knowledge and a positive attitude

COURSE CONTENTS

INTRODUCTION - Hardware Basics
Basic terminology
The difference between Hardware and Software
The tower, hard drive and ports
USB devices
Screen
Keyboard
Mouse
Printers
MODULE 1 - Windows Basics
Mouse control - using the mouse correctly
The Keyboard function and layout
Starting Windows
The Desktop
The Taskbar
The Start Button
The Recycle Bin
Exiting Windows
Starting a programme or application in Windows

One-day course 08:30 -16:00

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Opening and closing a Window
Opening more than one Window
Select a Window
Maximising, minimising, restoring and resizing a Window
MODULE 2 - Windows Explorer
Navigating Explorer
Creating folders
Finding files and folders
MODULE 3 - Windows Accessories
Calculator and operators
Wordpad
Paint
Creating a new document
Basics of typing and formatting in Wordpad
Saving a file
Closing a file
Opening a file
MODULE 4 - Managing Files in Windows Explorer
Selecting files
Renaming files
Copying files
Moving files
Deleting files
The Recycle Bin
Restoring and permanently deleting files and folders
Emptying the Recycle Bin