

<b>MICROSOFT WINDOWS INTRODUCTION (Level 1)</b>		
The Introduction to Windows is one day. Should you wish to include Networking and Mail, the course will be a two day course. <b>Prerequisite</b> – Introduction to Computers		
<b>WHAT IS WINDOWS?</b>		
<b>ACCESSING WINDOWS</b>		
<b>EXITING WINDOWS</b>		
<b>TERMS TO KNOW</b>		
<b>THE DESKTOP</b>		
<b>THE START MENU</b>		
<b>CHARACTERISTICS OF A WINDOW</b>		
<b>WORKING WITH WINDOWS</b>		
	Open A Window	
	Close A Window	
	Open More Than One Window	
	Select A Window	
	Maximise A Window	
	Minimise A Window	
	Restore A Window	
	Resize A Window	
	Change the Width and Height of A Window	
	Change the Width of A Window	
	Change the Height of A Window	
	Arrange Windows	
	Move A Window	
<b>WORKING WITH PROGRAMS</b>		
	Accessing A Program	
	Switch Between Programs	
	Exit A Program	

<b>ACCESSORIES</b>		
<b>CUSTOMISING YOUR COMPUTER</b>		
	Control Panel	
	Changing the Appearance of Your Desktop	
	Changing the Colour Scheme of Your Computer	
	Setting the Screen Saver	
	Setting the Time and Date	
	Customising Your Mouse	
	Customising Default Settings to Local Settings	
	Printers	
	Customising the Taskbar	
	Arranging Icons on You Desk Top	
<b>WORKING WITH DOCUMENTS</b>		
	Creating/saving A Document	
	Opening A Document	
<b>WINDOWS EXPLORER/ MY COMPUTER/ NETWORK NEIGHBOURHOOD</b>		
	Windows Explorer	
	My Computer	
	Network Neighborhood	
<b>WINDOWS EXPLORER</b>		
	Open Windows Explorer	
	The Windows Explorer Screen	
	Open A Document	
	Create A Folder	
	Selecting Files	
	Copy Files	
	Move Files	
	Renaming A File	
	Deleting Files	
<b>MY COMPUTER</b>		
<b>RECYCLE BIN</b>		
	Open the Recycle Bin	
	Restore A File	

	Permanently Delete A File	
	Empty the Recycle Bin	
<b>FIND A FILE</b>		
<b>HELP</b>		
	Help Contents	
	Help Index	
	Help Find	
	Context Sensitive Help	