

Introduction to Windows and Document Filing 1 day



Course Objectives

Learn the essential skills of using Microsoft Windows including File Management. By the end of this course, students will be able to find their way around the computer desktop, search for files and use the utilities provided by the operating system.

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

The Fundamentals

- Starting and Logging on Windows
- Understanding the screen
- Using the Mouse and Keyboard
- Exiting Windows and turning off your PC

Working with a Window

- Starting a Program
- Understanding the parts of a Window
- Closing, Moving and Sizing a Window
- Switching between Windows
- Tiling and Cascading Windows

Working with a Windows Program

- How to use Menus and Toolbars
- Filling out a Dialog box
- Entering and Editing text in the WordPad Program
- Saving and Opening a File
- Selecting, Replacing and Deleting Text
- Using Undo
- Printing a File
- Formatting text
- Using Help
- Saving and Opening Files in different locations

Working with File and Folders

- Understanding Storage Devices, Folders and Files
- Opening, Creating and Renaming a File and Folder
- Copying, Moving, and Deleting a File and Folder
- Restoring a Deleted File and Emptying the Recycle Bin
- Changing how information is displayed
- Searching for Files
- Using the Folders Pane (Windows Explorer)
- File Management using Folders Pane