



Course Content
Windows Basic
Duration: 1 Day

Overview

MODULE 1

Course Content Windows Basic
Unit Standard 117902
Unit Standard 116932
Duration: 1 Day

Open a window Minimize a window Maximize a window

What is a GUI-based Operating System

The Windows Desktop

Desktop Icons

Taskbar

The Start Button Rearrange desktop icons Auto Arrange

Align to Grid

Create a desktop icon Create a shortcut Delete a shortcut **

MODULE 2

Modal/Non-Modal Windows

Pop-Up Windows

Message Windows

Starting an application from the Start menu

Title Bar Minimize Maximize Restore Exit

Menu Bar Standard Toolbar

Formatting Toolbar Status Bar

Ruler

Document Window

Scroll Bars

Manipulate GUI application windows

Move a window

Close a window

Re-size a window **

Working with multiple windows

Active and Inactive windows

Impact on speed

Switching between open windows

Starting multiple applications

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MODULE 1

Power and Boot up a Computer
Errors that can occur when booting up4

Logging into your computer correctly

Shutting down your PC correctly

Non-standard Start-Up

Non-Standard Shut Down

MODULE 2

Display Properties

Themes Desktop Screen Saver

Appearance Settings

Changing the Date and Time

Use the Volume Control

MODULE 3

Format a Disk

Installing and uninstalling software

Use Print Screen

Capturing the Whole Screen

Capturing the Active Window

MODULE 4

Calculator

Recycle Bin Settings

Opening the Recycle Bin

Restoring files from the Recycle Bin

Emptying the Recycle Bin

END USER MODULE

- Mouse Techniques
- Move the Insertion Point
- Dialogue Boxes
- Elements of a Dialogue Box
- Regional and Language Options
- Mouse Settings
- Managing Files & Folders

- The difference between My Computer & Windows Explorer
- Finding your My Documents folder
- Using help Short-cut keys ASCII table

The above course is compiled for individuals with: Keyboard Skills, Introduction to PCs, Windows Basic, Windows Intermediate, Word Basic and Excel Basic

