



Software Learning Centers
1645 SE. Port St. Lucie Blvd
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PHONE: 772.337.4005 FAX: 772.337.0870



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Windows Introduction

Course specifications

Course length: 1 day

Course description

Overview: Students will learn the benefits of working with personal computers and of using Windows .

Prerequisites: None

Delivery method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to use the Windows environment to create and manage documents.

Target student: Students enrolling in this course should understand very little about computers and Windows.

What's next: *Windows Introduction* is the first course in this series. *Windows: Advanced User*, the next course in this series, teaches students how to use more advanced features of Windows, such as customizing the interface and using system tools.

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- * Identify some fundamental personal computing concepts and terminology, such as hardware components, software, and computer networks.
- * Examine and identify components of the Windows screen; select items with the mouse pointer; access Windows features by using the Start button; and work with windows by using buttons and dragging techniques.
- * Observe the contents of a hard disk by using the My Computer icon; observe shared resources by using the Network Neighborhood icon; and access a disk quickly by creating a desktop shortcut.
- * Become accustomed to common Windows program techniques by experimenting with Help and WordPad.
- * Work with multiple programs by using the taskbar to switch between tile windows.
- * Share data between programs by using the Edit, Copy and Edit, Paste commands; create simple graphic shapes by using the Paint accessory.
- * Display the contents of disks by using the Windows Explorer; create a folder by using a shortcut menu; copy and move documents and folders by dragging them; and sort and locate documents by using the Windows Explorer.
- * Prepare a disk for use with the Format command; copy and move groups of documents; delete and restore documents by using the Recycle Bin; and exit Windows by using the Shut Down command.

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Course content

Lesson 1: Introduction to personal computing

- Orientation to personal computers
- Orientation to the concept of networking

Lesson 2: The Windows environment

- Orientation to the Windows screen
- The mouse
- The Start button
- Window components and mouse settings

Lesson 3: The desktop

- My Computer
- Network Neighborhood
- Shortcuts

Lesson 4: Running a program

- Using Help
- Creating a document by using WordPad
- Editing a document
- Working with a long document

Lesson 5: Running multiple programs

- Using the taskbar
- Working with multiple windows

Lesson 6: Cutting, copying, and pasting

- Paint basics
- Copying and moving data

Lesson 7: Managing documents and folders

- Orientation to the Windows Explorer
- Creating folders
- Copying and moving objects
- Sorting and finding documents

Lesson 8: Additional document management techniques

- Copying and moving groups of documents

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- Using the Recycle Bin
- The Shut Down command

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