

# SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

## Introduction to Microsoft Windows

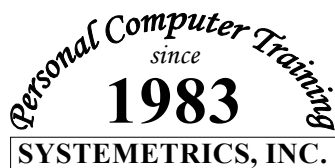
**Duration:** 1/2 day (3 hours)

**Prerequisite(s):** Familiarity with the Windows environment and using a mouse.

**Environment:** Microsoft Windows

**Version(s):** 98, ME, NT Workstation 4, 2000, and XP. Taught using Windows XP.

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in the basic operation of Windows.



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**Who Should Take This Seminar:** *Introduction to Microsoft Windows* is designed for students who have a basic knowledge of computer concepts and have previously worked with personal computers. This class is *not* intended to be an introduction to computers. Most students who enroll in this seminar have experience using Windows application programs, such as Microsoft Word or Microsoft Excel, and now wish to gain a better understanding of Windows and how to manage files and folders. This class will be taught in Windows XP. Though there are differences in screens and menus between the different versions of Windows, the basic techniques for performing basic operations, especially file management functions, are the same. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

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### Seminar Outline

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- I. Windows As Your Operating System**
- II. Windows Graphical User Interface**
  - A. The major desktop components
  - B. Parts of a standard window
  - C. Understanding the desktop
  - D. Using the mouse
  - E. Using menus
  - F. Using dialog boxes
  - G. Customizing the desktop
  - H. Using the My Documents folder
- III. The Task Bar And Start Button**
  - A. Starting programs
  - B. Working with multiple programs
  - C. Using the Recent Documents list
  - D. Using Windows Help
  - E. Managing printers
  - F. Shutting down your computer
- IV. Folder and File Management**
  - A. Using My Computer versus Windows Explorer
  - B. Customizing the file management environment
  - C. Viewing and accessing drives and folders
  - D. Creating folders and subfolders
  - E. Copying folders and files
  - F. Moving folders and files
  - G. Renaming folders and files
  - H. Deleting folders and files
  - I. Sorting folders and files
  - J. Undoing a previous action
  - K. Selecting multiple folders and files
  - L. Managing the Recycle Bin
    - 1. Restoring deleted folders and files
    - 2. Emptying the Recycle Bin
- V. Tips And Techniques**
  - A. Right-clicking the mouse
  - B. Creating and using shortcuts
  - C. Working with properties
  - D. Closing programs which lock up