

NitroWindows Workshop Syllabus

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Topics may be taught in a different order or may change

Introduction
Windows I training review (concepts needed for this course)
Don't do "ready, set, go" when you can just go!
Modifier keys and how to use them
The keyboard and mouse – the user really is in control
Switching between programs – several different ways
Keyboard shortcuts – dozens of shortcuts to save time (includes a complete list of shortcuts for general Windows use)
Mouse shortcuts vs. keyboard shortcuts – some mouse operations are faster
Starting and ending a program – many ways to do it
Cutting, copying and pasting – several ways to do each
The focus and windows default buttons – what they are and how to use them to your advantage
Using the keyboard to do common mouse things like selecting – menus, start menu, Windows Explorer, etc.
Adding and updating toolbars on the taskbar – several toolbars for different purposes
Shortcuts and shortcut hot keys
The file system and how folders play a large role in Windows configuration File paths and navigation Saving photographs from a digital camera or an external drive – basics to using any external drive
The individual user's configuration on the file system and how it can be configured
Folders, folders everywhere (desktop, control panel, start menu, all programs, toolbars, sendto, favorites, my documents)
The SendTo folder
Sharing folders between computers
Getting around quickly in Microsoft Word and Excel using

modifier keys
Quick modifications in Microsoft Word and Excel
Windows Explorer in the fast lane Folder options Using TAB to get around UP vs. BACK on the toolbar Left frame navigation (with keys, letters, navigation, backspace, CTRL+UPARROW, CTRL+DOWNARROW) Right frame navigation (with keys, letters) Using CTRL and SHIFT modifier keys to select – very similar to editor use Copying, moving files – same window and multiple windows Copying vs. moving vs. shortcuts and how to tell Windows what you want to do Undo/redo and the status bar Web browsing in Windows explorer
Internet Explorer at light speed F11 (full screen) I.E. version 6.0 vs. 7.0 Home page (setting up multiple) Navigating Shortcuts Refreshing the site Zooming in or out Tabbed browsing (multiple sites in the same window) Tabbed browsing (ways to control tabs and move quickly) Shortcuts of sites on the desktop or on a toolbar Instant searching
System Properties window
Saving your display as an image