

Windows Training I Workshop Syllabus

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Topics may be taught in a different order or may change

Introduction
Computer history – and interesting facts
Glossary
Basic computer components – what each component does and how they work together
Operating systems vs. programs/data –differences, similarities
Applications/tasks/processes/software/programs/software programs
“Office” metaphor –the computer is like a desktop, filing cabinet, folder and documents
Desktop essentials – taskbar, start menu, all programs, system tray or notification area, icons
Starting programs – different ways to start programs
Ending programs –different ways to end programs
How programs are loaded and how they run
Dialog boxes – what they are and how to use them
Main window parts – titlebars, menubars, toolbars, statusbars, taskbars
Windows – moving, sizing, minimizing, maximizing, restoring
Shortcuts and links on the desktop – selecting and running data files and programs, and the “rubber band”
Fun things – shortcut tooltips/shortcut hot keys/moving taskbar/arranging desktop/hiding icons/screen savers/desktop images and more
Keyboard basics – modifier keys, navigation keys, function keys
Mouse basics – “point and click” interface, point/click/double click/press/drag/drop, basic shapes, hot spot, hot zone
Copying, cutting, pasting in programs and from one program to another using the clipboard
Help in programs and Windows help (F1, WINDOWS+F1)

Windows Explorer – desktop/start menu/taskbar, recycle bin, my computer, search tool, folder windows and CD burner
Windows Explorer – looking at desktop, servers, drives, folders, files and file/folder/drive management
Windows Explorer – left/right frame, navigating, status bar, undo/redo, back vs. up
Windows Explorer – common file management
File names and extensions – standard extensions
File system – three types of files
File system – drive, server, folders, files, paths, how they relate
File system – common folders (desktop, my documents, my computer, documents and settings, program files)
File system – where to put your documents and default file locations in programs
How to find documents (I know it’s in there somewhere!)
How to find files to attach to emails or use somewhere else
Send To – what it is, using it to do things quickly
Internet Explorer – block diagram, URLs, basic navigation, favorites (bookmarks), organizing favorites, links toolbar, Internet Explorer 6.0 vs. 7.0, homepage, menu bar, toolbar, address bar, auto complete, “cookies”, view text size, history
Recycle bin introduction
Context menus and system/control menus
Modifier keys
Keyboard shortcuts – basic shortcuts
Quick launch toolbar
Calculator introduction
Control panel introduction
Printing and printer control (what happened to my print job?)
Common Windows programs (time permitting)