

Getting the Most out of Windows

Prerequisite

None

Course Description

This course is for the student who wants to understand the Windows environment better. This course will teach the student how to create shortcuts to the Desktop and Quick Launch Bar. Students will learn how to use the "favorites" and "history" buttons and how to set folder options. Students will explore various features that are designed to save time while working in several applications at once.

Objectives

Shortcuts

- Create a Shortcut on the Desktop
- Customize the Quick Launch Bar
- Customize the Start Menu
- Taskbar Properties
- Minimize all Windows
- Tile all Open Windows
- Switch Between Open Documents
- Use the Documents Menu
- Clear the Documents Menu

Folder Options

- Setting Folder Options
- Use the Favorites Button
- Use the History Button

Class Length

90 minutes
Instructor lead, hands-on course