

## Microsoft Windows Intermediate

### Prerequisite

*Windows Introduction* or a basic knowledge of Windows. Some topics from *Windows Introduction* overlap in this course. If you are already comfortable navigating Windows, skip *Windows Introduction* and begin with this course.

### Course Description

This course builds on the topics covered in *Windows Introduction*. This course explores many of the time-saving functions in Windows. Students will learn how to use Microsoft Explorer to find, move, and copy multiple files. They will learn how to create folders for storing and managing data files. They will also learn how to customize the Start menu, the Quick Launch bar, and the Desktop.

### Objectives

#### ***The Windows Explorer***

- Explorer Window
- Windows Hierarchy
- Explore the History Button

#### ***Explore the Views***

- Expand and Collapse Folders
- View Data Differently and Sort the Data
- Change the Window Split
- Create New Folders

#### ***Copy/Move Data Files***

- Select Files to Copy/Move
- Copy/Move One File on the Same or Different Drive
- Copy/Move Multiple Files on the Same or Different Drive

#### ***Additional File Management***

- Rename a File
- Delete and Recover a File
- Create a Shortcut on the Desktop

#### ***Customize the Display***

- Customize the Start Menu
- Customize the Quick Launch Bar
- Taskbar Properties

#### ***Time Saving Functions***

- Minimize or Tile All Windows
- Switch Between Open Documents
- Close Windows From the Taskbar
- Use the Documents Menu
- Go to a Favorite Website, File or Folder From the Start Menu
- Use the Run Command to Open a Web Page

### Class Length

3.5 hours  
Instructor-led, hands-on course