

## Microsoft Windows Introduction

### Prerequisite

None; however, some of the topics from this course overlap with the *Windows Intermediate* course. If you are already comfortable navigating Windows, skip this course and begin with the *Windows Intermediate* course.

### Course Description

This course is designed to teach the basic features of Microsoft Windows. Students will learn how to navigate Windows, start applications, quickly switch between applications, and create shortcuts. Students will also learn how to use the Explorer to find files, move files, and copy files. They will learn about the Windows hierarchical structure and how to create folders. Students will also learn how to rename, delete, and recover files.

### Objectives

#### ***Introduction to Windows***

- Login and Security
- Using the Mouse
- Windows Desktop

#### ***Manage Windows***

- Windows Elements
- Open and Close a Window
- Minimize and Maximize a Window
- Move and Resize a Window
- Using Windows Help

#### ***Starting Applications***

- Start Applications and Open Documents
- Switch Between Open Documents
- Create a Shortcut to an Drive, File or Folder

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

- Explore the My Computer Window
- Create a Folder
- Copy and Move a File
- Delete and Recover a File
- Search for a File

#### ***The Control Panel***

- Change the Wallpaper, Screen Saver, and the Color Scheme
- Change the Date/Time
- Change the Mouse Settings

#### ***Shut Down the Computer***

- Shut Down Procedure

### Class Length

3.5 hours  
Instructor-led, hands-on course