

This full-day performance-based training course covers the basic skills needed to start using Microsoft Windows, as well as how to work with drives and devices, search for files and folders, and customize the desktop properties.

### *Prerequisites required for taking this course*

- None

### *Performance Objectives for Microsoft Windows Fundamentals*

- Identify Windows desktop elements to become familiar with the operating system environment
  - Use the mouse to point to and select objects on the desktop
  - Drag objects on the desktop to arrange them quickly
  - Use windows, menus, and dialog boxes to perform tasks
  - Use the taskbar to easily start programs and switch between open windows
  - Use the Start menu to quickly start programs and open files
  - Use Windows Help to answer questions and learn about Microsoft Windows
  - Use Help options to display and navigate help information
- Manage folders and files to organize information in related groups
  - Use the Recycle Bin to temporarily store deleted files and retrieve deleted files
  - Use Windows Explorer to view files and folders, and browse the computer's drives and devices
  - Work with floppy disks to store information
  - Find files and folders quickly using search criteria
  - Use search results to quickly open files or create shortcuts for future use
  - Work with display properties to customize the look of the desktop
  - Reset the desktop display to return it to its original appearance

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## *Course Outline*

### **Module 1: The Essentials**

Hardware, Software and Information Technology  
Computer Overview  
The Front of a Computer and Peripheral Devices  
The Inside of a Computer  
The Back of a Computer  
System Bus and Expansion Cards  
Computer Performance  
Buying a Desktop Computer  
Buying a Notebook Computer  
Upgrading a Computer

### **Module 2: Understanding Software**

Understanding Graphical Interfaces  
Types of Software  
Operating Systems  
Word Processing  
Spreadsheets  
Databases  
Presentation Software  
Accounting

### **Module 3: Information Networks**

Introduction to Networks

### **Module 4: Introduction to Windows XP**

Using the Mouse: Pointing, Clicking and Double-clicking  
Using the Mouse: Clicking and Dragging  
Using the Mouse: Right Clicking  
Using the Keyboard  
Exiting Windows and Turning Off Your Computer

### **Module 5: Working with a Window**

Starting a Program  
Understanding the Parts of a Window  
Minimizing, Maximizing and Restoring a Window  
Closing a Window  
Moving a Window  
Sizing a Window  
Switching Between Windows

### **Module 6: Working with Files and Folders**

Understanding Storage Devices, Folders and Files  
Opening a Folder  
Creating and Renaming a Folder  
Copying, Moving and Deleting a Folder  
Opening, Renaming and Deleting a File  
Copying and Moving a File  
Restoring a Deleted File and Emptying the Recycle Bin  
Finding a File Using the Search Companion  
Using Windows Explorer  
File Management Using Windows Explorer

### **Module 7: Exploring the Internet**

Introduction to the Internet  
Connecting to the Internet  
Displaying a Specific Web Page  
Browsing the Web  
Searching the Web  
Adding a Web Page to Favorites and Changing Your Home Page  
Displaying a History of Visited Web Pages  
Clearing the History of Visited Web Pages  
Downloading Pictures and Files  
Understanding the Information Bar  
Using the Pop-Up Blocker  
Understanding Information Security  
Understanding Windows Firewall