

Course	Windows Basics
Length	Three hours
Audience	This course is for anyone new computers and the Windows environment. It is also a good class for those who are self-taught and would like to pick up some shortcuts.
Prerequisites	None
Topics	<p><i>Module 1: Getting Started</i></p> <ul style="list-style-type: none">◆ The PC hardware◆ What is Windows?◆ Mouse techniques <p><i>Module 2: Working with Windows</i></p> <ul style="list-style-type: none">◆ Parts of a window◆ Window controls◆ Viewing window contents◆ Using menus◆ Using toolbars <p><i>Module 3: The Start Menu and Taskbar</i></p> <ul style="list-style-type: none">◆ The Start menu◆ Starting a program◆ The Taskbar◆ Task Switching <p><i>Module 4: Help</i></p> <ul style="list-style-type: none">◆ On-line Help <p><i>Module 5: Using Windows Applications</i></p> <ul style="list-style-type: none">◆ Windows applications◆ The Accessories◆ Cut copy and paste <p><i>Module 6: Shutting Down</i></p> <ul style="list-style-type: none">◆ Computer shut down◆ Restart