

MS Windows Agenda

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| Exercise 1 | Starting the Computer Usernames and passwords Logging on |
| Exercise 2 | Desktop Desktop – an explanation Toolbar – an explanation Taskbar – an explanation Opening, moving, maximising, minimising and restoring Windows |
| Exercise 3 | The Start Button Opening programs from the Start button Using the Help and Support facility Using basic Search and Advanced Search options |
| Exercise 4 | The Control Panel Setting display and system options Setting Date and Time options Setting volume control Viewing system information Explanation of installing software / hardware |
| Exercise 5 | Windows Explorer View options - detail, large icons etc Viewing files within folders File types |
| Exercise 6 | Windows Explorer Contd... Creating sub folders Moving files Selecting multiple files Sorting files Renaming files Viewing file extensions |
| Exercise 7 | Windows Explorer |

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| | <p>Copying files to a Memory Stick</p> <p>File sizes</p> <p>File backups</p> |
| Exercise 8 | <p>Deleting Files</p> <p>Recycle Bin</p> <p>Restoring files from the recycle bin</p> |
| Exercise 9 | <p>Compressing & Extracting files</p> <p>Changing status of a file 'Read Only'/Locked</p> |
| Exercise 10 | <p>File Storage</p> <p>PC Maintenance</p> |
| Exercise 11 | <p>Creating a document and Printing</p> <p>Printing</p> <p>Print a test page</p> <p>Set a default printer</p> |
| Exercise 12 | <p>Dealing with IT errors</p> <p>Seeking advice on IT errors</p> |
| Exercise 13 | <p>Viruses and Anti virus software</p> <p>Running anti virus software</p> <p>Scanning a disk for viruses</p> |
| Exercise 14 | <p>Shortcuts</p> <p>Creating a shortcut on the desktop</p> <p>Deleting a shortcut</p> |
| Exercise 15 | <p>Key combinations shortcuts</p> |
| Exercise 16 | <p>Health and Safety</p> <p>Ergonomics</p> <p>Health issues while using a PC</p> <p>Safety issues for the use of IT</p> |
| Exercise 17 | <p>Copyright</p> <p>Software types</p> |
| Exercise 18 | <p>Data Protection</p> |
| Exercise 19 | <p>Shutting down the PC</p> |