



Microsoft New Users

Format: One Day
Max Capacity 6

This course is intended for new users to computers. The course will assume no knowledge and is aimed at giving delegates confidence to use applications further where appropriate.

Course Content

Introduction

- The computer keyboard
- Using the mouse effectively
- Windows Desk Top

The Basics - Windows

- Window Essentials, The Title Bar
- Viewing Multiple Windows
- Repositioning & Sizing Windows

Menus, Commands & Dialogue Boxes

- Commands, Greyed Commands
- Speed Keys, Dialogue Boxes

The Start Menu & Taskbar

- Programs, Documents
- Settings, Find, Help
- The Taskbar

Understanding Drives

- C:\ Drive and A:\ Drive
- Network Drives
- CD Drive
- USB

Working with Folders

- Folders, Documents
- Creating & Copying
- Renaming & Deleting Folders
- Drag & Drop

Working with Files

- Naming, Locating, Viewing
- Renaming, Moving, Copying, Deleting Files
- Undoing File Operations
- Recycle Bin, Drag and Drop
- Accessing Files from the Desk Top

Customising Your Work Environment

- Control Panel, Setting Date/ Time
- Creating shortcuts

Printing

- Print Folder, Printing Documents
- Managing Print Queue
- Pausing & Resuming a Printer
- Printing over a Network

The Internet

- Internet Explorer
- Setting the Home page
- Internet Options
- Searching Techniques
- Google

Microsoft Office

- Overview Word or selected Microsoft application