

MICROSOFT WINDOWS INTRODUCTION (Level 1)		
The Introduction to Windows is one day.		
Prerequisite – Introduction to Computers		
WHAT IS WINDOWS?		
ACCESSING WINDOWS		
EXITING WINDOWS		
TERMS TO KNOW		
THE DESKTOP		
THE START MENU		
CHARACTERISTICS OF A WINDOW		
WORKING WITH WINDOWS		
	Open A Window	
	Close A Window	
	Open More Than One Window	
	Select A Window	
	Maximise A Window	
	Minimise A Window	
	Restore A Window	
	Resize A Window	
	Change the Width and Height of A Window	
	Change the Width of A Window	
	Change the Height of A Window	
	Arrange Windows	
	Move A Window	
WORKING WITH PROGRAMS		
	Accessing A Program	
	Switch Between Programs	
	Exit A Program	

ACCESSORIES		
CUSTOMISING YOUR COMPUTER		
	Settings	
	Changing the Appearance of Your Desktop	
	Changing the Colour Scheme of Your Computer	
	Setting the Screen Saver	
	Setting the Time and Date	
	Customising Your Mouse	
	Customising Default Settings to Local Settings	
	Printers	
	Customising the Taskbar	
	Arranging Icons on You Desk Top	
WORKING WITH DOCUMENTS		
	Creating/saving A Document	
	Opening A Document	
FILE EXPLORER		
	Open File Explorer	
	The File Explorer Screen	
	Open A Document	
	Create A Folder	
	Selecting Files	
	Copy Files	
	Move Files	
	Renaming A File	
	Deleting Files	
RECYCLE BIN		
	Open the Recycle Bin	
	Restore A File	
	Permanently Delete A File	
	Empty the Recycle Bin	
SEARCH		
HELP		
	Help Contents	
	Help Index	

	Help Find	
	Context Sensitive Help	