

Refine-IT

Course outline for Windows XP

Getting to know Windows

- Understanding Windows
- Starting Windows
- Understanding the environment

Start menu

- The Start Menu
- Getting to know the default folders
- Managing the Start Menu
- Starting and Ending your session

Working with Windows

- Understanding Windows
- Manipulating Windows
- Resizing Windows
- Moving Windows
- Window Menus

Customising the desktop and taskbar

- Customising the Desktop
- Customising the taskbar
- Working with Taskbar toolbars

Windows Components

- Title and scroll bars
- Maximise, Minimise, Restore and Close
- Dialogue, Text and List boxes
- Check boxes and Radio buttons

The clipboard

- Basic clipboard concepts
- Copy, cut and paste
- Linking vs Embedding

Windows Accessories

- Notepad
- Paint
- WordPad
- The clock
- The calculator

Control Panel

- Understanding the Control Panel
- Modifying the appearance and themes
- Adding or removing programs
- Modifying date and time

Printers and other Hardware

- Managing Printers
- Printer Drivers
- Print queues
- Adding scanners and cameras
- Modems
- Keyboard and mouse settings
- Managing hardware

Explorer, My computer and Recycle Bin

- Drives, Folders and Files
- Explorer vs My Computer
- Recycle Bin
- File names
- Moving, copying and renaming files
- Searching for files
- Creating shortcuts



Many more courses are available including MS Word, PowerPoint, Internet, Access, Project, Outlook and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

www.refine-it.co.uk