

Introduction to Windows XP

1 day
Course

'Building Confidence to Interact with Technology'

Course Objectives

This course offers an introduction to the concepts of PC's and aims to give participants the confidence to interact with the Windows operating system efficiently in their own environment. The course also offers a basic understanding of the capabilities of Excel, Word and Outlook and aims to give delegates the confidence to integrate the software effectively and efficiently into their own working environment.

Pre-requisite

No prior knowledge of working with PC's is required.

Course Content

-
- Module 1 **What is Windows?** - Terminology. The Windows screen. The start button. Taskbar, desktop. Opening programs. Logging off, Shutting down and restarting the computer.
-
- Module 2 **Basic skills**- Moving and resizing windows. Maximising, minimising and closing windows. Using menus. Using shortcut menus. Printer troubleshooting. Using help.
-
- Module 3 **Using Windows Explorer** - Working with folders, documents and drives. Creating a filing structure. Cutting, copying and pasting documents and folders.
-
- Module 4 **Outlook** – Reading mail. Sending and replying. Working with attachments. Entering email Addresses. Filing messages.
-
- Module 5 **Excel** – Quick overview. Entering data. Autofill. Creating totals.
-
- Module 6 **Word** – Creating letters. Editing. Printing.