

Introduction to Computers

COURSE OVERVIEW

This course introduces students to the basic features of PC Hardware and the Windows operating system, and is appropriate for Windows 98, NT, 2000 or XP users. Students will get oriented to the key Windows features, work with desktop properties, use online Help, create folders and files, and learn how to customize their work environment.

AUDIENCE AND PREREQUISITES

This introductory course is recommended for new computer users. There are no prerequisites to attend.

Course Outline

Computer Hardware

- Motherboard
- Processor
- Hard Drive
- RAM
- Video
- Expansion Cards

The Windows Environment

- The Windows Desktop
- Orientation to Keyboard and Mouse
- The Taskbar and Start Menu
- Working with an Open Window
- Using Help and Support

Working with the Windows Folder Hierarchy

- My Computer/Windows Explorer
- Creating Folders
- Copying and Moving Objects
- Using the Recycle Bin

Working with Windows Programs

- Running Several Programs
- Moving Between Programs
- Saving Files

Customizing the Windows Desktop

- Working with Shortcuts
- Working with Control Panel Settings
 - Working with Display Settings
 - Working with Folder Option Settings
 - Working with Add/Remove Programs
 - Working with Power Options
 - Creating New Users