

Duration: ½ day

Associated courses: Word 2007 Intro,
Excel 2007 Intro,
Outlook 2007 Intro

Description	Pre-requisites
This course is designed for new computer users. It is designed to get participants up-and-running in the computer age. It cuts through all the terminology and explains in simple terms how the Windows Vista operating system works and behaves. This course is a good precursor to other Introduction courses like Word, Excel and Outlook.	Know where the ON switch is!

CONTENTS

<p>Overview of Windows Vista</p> <p>What are Windows? Finding your way around the screen Identifying the desktop, icons, mouse, task bar, Start button, notification area, quick-launch toolbar and the recycle bin.</p> <p>Using the mouse</p> <p>Learning how to use the left button, right button, mouse wheel. Knowing when to single-click and double-click Using click-and-drag</p> <p>Help!</p> <p>Accessing the Windows Help Centre Searching by topic Searching by keyword</p> <p>Working with programs</p> <p>Opening and closing a program Using the Start menu Using the task bar Using desktop icons Working with more than one program Switching between programs</p>	<p>Working with windows</p> <p>Maximising, minimising, restoring and closing a window Resizing and moving a window Using the Show Desktop icon</p> <p>Using dialog boxes</p> <p>What is a dialog box? Using tabbed pages, text boxes, drop-down lists, option buttons, tick boxes, spinner buttons and scroll bars.</p> <p>Working with files and folders</p> <p>Using Windows Explorer Understanding disk drives and drive letters Places to store and retrieve data Changing the view Understanding different file types Understanding folder structures Opening and closing a folder Navigating through folders Selecting, opening and closing files Creating and saving files Renaming and deleting files Moving and copying files Finding files</p>	<p>Basic editing</p> <p>Insert or overwrite text Un-do and Re-do Cut, copy and paste Printing your work</p> <p>Exiting Windows</p> <p>Log Off, Shut down, Restart, Stand By or switch to another user</p> <p>Customising the desktop (if time)</p> <p>Moving the desktop icons Adding and removing desktop shortcuts Adding and removing Start menu items Customising the Quick Launch toolbar Changing the desktop background Changing the screen saver</p> <p>The Recycle bin (if time)</p> <p>Deleting files or folders Finding and restoring deleted items</p>
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