

Computer Basics with Windows



Overview

- Computer Overview
- Understanding Hardware
 - Central Processing Unit (CPU)
 - Memory, RAM, ROM
 - Mouse, Keyboard, Monitor
 - Graphics Card, Printer Basics
 - Hard Drive, CD-ROM Drive, Flash Drive
- Understanding Software
 - Types of Software
 - Operating Systems

Computer Basics

- Understanding the Windows Screen
- Using the Mouse:
 - Pointing, Clicking, Double-Clicking, Clicking and Dragging, Right-Clicking
- Using the Keyboard
- Using Help and Support

Working with a Window

- Opening and Closing a Window
- Understanding the Parts of a Window
- Resizing a Window, Moving a Window
- Switching Between Windows

Working with Folders and Files

- Understanding What's in Your Computer
- Opening Drives, Folders and Files
- Navigating to Other Locations in the Computer
- Folder and File Basics
- Selecting Multiple Folders and Files
- Changing the Window Layout and Views
- Using Search
- Working with Compressed Folders

Optional Topics (As Time Allows)

- Understanding the Taskbar, Customizing the Taskbar
- Understanding the Start Menu, Customizing the Start Menu
- Using the Quick Launch Bar
- Working with Desktop Icons
- Customizing Windows: A Look at the Control Panel