www.sstslo.com
info@sstslo.com

SOFTWARE SOLUTIONS TEAM
TRAINING - CONSULTING

3220 S. Higuera St., Ste. 208
San Luis Obispo, CA 93401
Ph 805.786.4283

Course Outline

Windows Basics

Days: Half-day (3 hrs.)

Prerequisites: Basic keyboarding, mouse experience, and exposure to documents and files is helpful

Description: This half-day course introduces students to the major new features and enhancements in Windows. Students will learn how to customize the Windows environment, use jump lists and gadgets, manage content by using libraries and File Explorer, search for content, interact with devices, protect files, troubleshoot problems, and use new privacy and security features in Internet Explorer. Suitable for users of Windows 10.

Unit 1: Getting started with Windows 7/10

- Exploring the Windows desktop
- Mouse Basics
  - o Point, Click, Double Click, Right Click, Drag and Drop
- Using the Start button and the taskbar
- Working with Windows Components
  - o Launching programs
  - o Moving a window
  - o Sizing a window
  - o Using Control buttons
- Working with menus and dialog boxes
- Switching between multiple programs, pinning programs to task bar

Unit 2: Getting Help

- Working with the Contents feature
- Working with the Index feature
- Working with the Search feature

Unit 3: Working with My Computer

- Working with My Computer
- Managing views
- Working with File Explorer