



Presentation Software Training

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Introduction to Microsoft Windows

Overview

This one-day course is designed to help delegates to gain competence using the basic functions of a personal computer and the Windows operating system. A delegate will learn how to use the Windows Desktop, how to organize and manage folders and files, how to use application windows, how to manage printers and how to use the applications supplied by Windows.

Course Prerequisite

Introduction to Computers (Basic Mouse & Keyboard Skills).

Who should attend?

The course has been designed for new users to a personal computer. The only experience required is the ability to use the mouse and the keyboard.

Course Outline

This course consists of 4 modules	
Module One	What exactly is MS Windows?; Starting MS Windows; Application Software; History of MS Windows; Graphical User Interface (GUI); What's on your Desktop; Use the Mouse / Mouse Terminology; Desktop Items; Log Off Option; Turn Off Option
Module Two	Getting to know your Desktop; Select & Open an Icon; Rearranging Icons; Create an Icon; Shortcut Icons; Window Elements / Menu Bar / Toolbars; Resize a Window; Switch between Windows; Arranging Windows; Horizontal & Vertical Scrollbars; Taskbar; Start Menu Properties; Folders; Start and Use a Program (WordPad); Document Management (Saving); Start and Use a Program (Paint); Clear the Documents Menu
Module Three	Getting Help and Support; Find & Search for Something; Run Command; Customize the Start Menu; Shortcuts; Printers; Control Panel; Appearance & Themes; Background / Wallpaper; Screensaver; Appearance; Screen Resolution - Settings; Setting the Date & Time; Customize the Mouse; Regional Settings / Options; Other Accessories - Calculator; Character Map; Notepad / Games; Disk Defragmenter; Backup & Restoring Data; Computer Security
Module Four	Windows Explorer - Setting up a Filing System; Changing the Display; Organizing your Files & Folders; Creating & Deleting & Renaming Folders; Selecting Files in a Folder; Moving & Copying Files; Copying Files; Recycle Bin

Additional Information

Duration	1 day
Cost	R915,00 (excl. VAT)
Includes	Comprehensive Manual Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.
Accreditation Number - ACC/2007/02/603.