



Overview

This course introduces the basic computer system concepts in a clear way. Using these concepts, it then develops commonly needed operating system skills to prepare the student for the modern corporate and business environment.

Prerequisites

None. Adequate time to practice skills acquired is essential!

Objectives

- ⊙ Clear understanding of a computer system's parts and functions
- ⊙ Operating system competence
- ⊙ Effective use of all input devices
- ⊙ Ability to create and organize a file structure logically
- ⊙ Usage of shortcuts to files, folders and programs to reduce steps where appropriate

Outline

Computer Systems

What is a Computer System?
The Central Processing Unit or CPU
Input and Output Devices
Storage (The Computer's Short and Long Term
Memory)
The Function of Software
Tour of the Box

Operating System Concepts and Skills

Files
Using the Operating System: Fundamental
Mouse Skills
Functions of the Task Bar
Structure of the Start menu
Shutting Down the Computer
Customizing the User Interface
Modifying the Taskbar
Creating Shortcuts
Creating and Placing Shortcuts to Files or
Folders on the Desktop
Copy a Start Menu Shortcut to the Quick
Launch Toolbar
Modifying the Desktop Background
Using Find to Locate Files
Window Concepts and Skills
Switching Between Windows
Using Windows Explorer
Displaying Different Views of Window Contents

Sorting Files and Folders
Arranging Windows on the Screen
Using Help
Starting and Quitting Applications
Installing and Uninstalling Software

Data Storage

Organizing and Using File Folders
Restoring Items from the Recycle Bin
Adding a Shortcut to the Send To Menu

Good File Saving Habits

Mouse and Keystroke Power Actions