



Overview

This training introduces computer system concepts clearly. Building on these concepts, it introduces essential skills needed in digital environments.

This course is aimed at new users. Special attention is paid to storage (file and folder) management, as this is a foundation skill useful in email as well as operating system and cloud storage. Email and Web concepts are introduced and skills are practiced as required.

Prerequisites

None. Adequate time and equipment to practice skills acquired between sessions is essential!

Objectives

- Ⓞ Understand the roles of an Operating System and Applications
- Ⓞ Customize the user interface using settings and control panels
- Ⓞ Create and work with folders, shortcuts and their windows effectively
- Ⓞ Search the Web and organize results (bookmarks) for later reference
- Ⓞ Create and use an email account

Outline

Introduction to Microsoft Windows

- What is an Operating System?
- Logging on to Windows
- Using the Mouse and Keyboard
- The Desktop
- Using the Start Menu and Taskbar
- Exiting and Restarting Windows

Working with Windows and Programs

- Introduction to Windows Programs
- Running Programs
- Working with Windows
- Working with Multiple Windows
- Using Menus and Toolbars in Windows Programs
- Closing Windows Programs and Files
- Anti-Virus software
- Opening Folders
- Modifying View Options
- Changing Folder Browsing Options

Managing Objects and Documents

- Creating New Folders
- Renaming, Deleting, and Undeleting Objects
- Working with the Recycle Bin
- Adding and Removing Shortcuts to Programs
- Opening a Document
- Printing a Document
- Creating a New Document

Windows Filing System

Working within Windows

- Copying files and folders
- Formatting storage media
- Drill – Using the Save As dialog
- Copying Files between Disks

Working with File Explorer

- Expanding and Collapsing Folders and Drives
- Viewing the Contents of Folders in Explorer
- Selecting an Object or Multiple Objects
- Copying and Moving Objects
- Quick Access Shortcuts



Email

- Setting up an Email Account
- Computer, smartphone settings
- Security and passwords considerations

Account Management

- Creating outgoing mail (fields From: To: Subject: CC: BCC)
- Reply and forwarding
- Using folders to organize emails
- Receiving and Sending Attachments
- Drill – Using the Save As dialog

Web Browsing and Searching

- Choosing a browser
- Referencing links with Bookmarks
- Organizing bookmarks
- Search engine choices

Security and Privacy

- Password selection and password managers
- Tracking, spamming, hacking and other concerns