

# WINDOWS COURSES



## INTRODUCTION TO WINDOWS 7, 8.1 OR 10\*

**Level:**

For beginners

**Prerequisites:**

none

**Audience:**

Suitable for people who have never used a computer and want an introduction to Windows 7, 8.1 or 10 and its file management.

**Aim:**

of this course is to provide students with basic knowledge of the Windows 7, 8.1 or 10 Operating System, how to use windows, launch applications, create, save and manage files.

**Overview:**

Module 1: The Screen and Help

- Starting Windows
- The Start Screen
- The Desktop and Task Bar

Module 2: Working with Windows

- Opening and closing a program
- Resizing the window
- Moving the window
- Switching between applications

Module 3: Creating Files

- Creating files (Word or Excel)
- Adding basic content
- Saving files
- Re-opening files
- Understanding the difference between Save and Save As.

Module 4: Windows Explorer

- Starting Windows Explorer
- Navigating within Windows Explorer
- Changing views
- Creating folders
- Moving or copying files

**Venue:**

Advantage  
Training Centre

46 Grey Street,  
Palmerston North,  
Manawatu 4410

**Duration:**

Half day course