

Microsoft Windows 2000 Introductory Level

Course Objectives:

This course is designed for inexperienced end-users of Microsoft Windows 2000. Delegates will learn the essential skills required for using applications within the Windows environment.

Prior Knowledge Required:

No prior knowledge is assumed, but a basic background knowledge of computers would be helpful.

Course Duration: 1 day, but course contents can be tailored if required.

Introduction

- What is Windows 2000?
- Hardware & Software Requirements
- Using the Start Menu
- Exploring The Windows 2000 Desktop
- Using Help
- Using Shut Down

Using Applications

- Launching a Program
- Understanding Common Windows Elements
- Working With Multiple Applications

Using WordPad and Paint

- Introducing Accessories
- Using WordPad
- Formatting WordPad Documents
- Printing a WordPad Document
- Creating Drawings Using Paint

Using Other Accessories

- Using the Calculator
- Using the Notepad
- Working With Drawings & Images

Working With Documents

- Understanding File Operations
- Using Documents
- Searching for Folders and Files
- Concepts of Data Sharing
- Linking Data
- Creating Compound Documents

Managing Files and Folders

- Using Windows Explorer
- Using My Computer
- Creating Folders
- Moving & Copying Files and Folders
- Deleting Files and Folders
- Renaming Files and Folders
- Formatting a Floppy Disk
- Copying Disks
- Using the Recycle Bin

Customising the Desktop

- Desktop Views
- Changing Settings and Properties
- Creating Shortcuts
- Manipulating the Taskbar and Toolbars
- Working With Accessibilities
- Using the Control Panel
- Adding & Removing Start Menu Items

Windows 2000 and The Web

- Introducing Internet Explorer
- Accessing Web Addresses
- Browsing The Web Offline

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