



Training Solutions, Inc.

Learning to Use Computers with Windows XP and Office 2000 Course Outline

Section 1 - Hardware

- Turning on the Computer
- The Monitor
- The Keyboard
- The Mouse
- The System Unit
- Disk Drives
- Modems
- The Printer
- Disk Storage Systems

Section 2 - Software

- Operating Systems
- Units of Measure
- Format a Disk
- Application Software

Section 3 - Fun with Windows

- Starting Windows
- The Desktop
- Standard Desktop Icons
- The Taskbar
- The Start Menu
- Mouse Actions
- Locating Your Applications
- Getting Help
- Shutting Down Windows
- Starting Applications
- Common Screen Elements
- Managing Multiple Windows
- Using Menus and Dialog Boxes

Section 4 - Managing Drives and Files

- Windows Explorer
- Viewing the Contents of an Object
- Creating Folders in Explorer
- Copying Files
- Moving Files
- Using the View Menu
- Deleting Folders and Files
- Using the Recycle Bin

Section 5 - Word Processing with Word 2000

Section 6 - Using Excel 2000 for Workbooks

Section 7 - What is the Internet?

- The World Wide Web
- Web Browsers
- Terms and Definitions
- Start Your Browser
- Opening Screen
- Explorer ToolBar
- Directory Buttons
- History List
- Favorites
- Help Feature