



Training Solutions, Inc.

## Introduction to Windows for Seniors Course Outline

### Section 1 - Windows XP

#### Fundamentals

- Turning on the Computer
- User Accounts
- Control Panel
- Log Off
- The Desktop
- My Computer
- Getting Help
- Turning the Computer Off

### Section 2 - Windows

#### Accessories

- Managing Multiple Windows
- Using Menus and Dialog Boxes
- Using Word Pad
- Using the Calculator
- Using Paint

### Section 3 - Views and Folder

#### Options

- Icon Views
- Windows and Fax Viewer
- Folder Options
- File and Folder Tasks
- File Management

### Section 4 - File Management

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

### Section 5 – Scheduled Task

- Starting Scheduled Tasks
- Task Manager
- Using the Keyboard