

Beginning Windows Syllabus

Part 1

A Short Tour Inside a Computer

- Hardware

- Software

- Operating System

- Application Software

The “User Interface”: aka “Talking to a Computer”

- Keyboard

- Mouse

The “User Interface”: aka “The Computer Talks Back”

Working with Windows

- The Desktop

- Key Features of a Window

- Application Name

- Program Controls

Universal Features

Working with Folders and Files

- Understanding the Filing System

- Understanding File Names and Types

- The Search Feature

Summary

Part 2

Control Panel

- Date and Time

- Accessibility Options

- Display

- Folder Options

- Internet Options

- Printers and Faxes

- Security Center

- Windows Firewall

- Add or Remove Programs

Backup

Keeping Your Computer Healthy

- Disk Cleanup

- Disk Defragmenter

Security

The Windows Help File

Summary