

**Course Title: Microsoft Windows (XP, 2000, 98)**

**Duration : Half a day**

This course is meant for people who are new to computers and need to get started with computers and Microsoft Windows, so that they can later learn other common tools (such as Microsoft Office) that run on Microsoft Windows.

### Program Objectives

On completion of this program, the participants will be able to do the following:

- Starting and shutting down Microsoft Windows on a computer
- Create simple documents
- Organize files
- Send messages to other users
- Customize basic settings on their computers

### Audience

People who have no prior exposure to working with computers, but now need to know the basics of working with computers using Microsoft Windows.

### Day-wise Break-up

Day	Module	Topic
Day 1	Module 1	Getting Started
	Module 2	Creating Documents
	Module 3	Organizing Files
	Module 4	The Control Panel

## Course Outline

### Module 1: Getting Started

- Starting a computer with Microsoft Windows
- Initial appearance of Microsoft Windows
- Understanding the Desktop
- Working with the task bar
- Starting programs

### Module 2: Creating Documents

- Launching the Notepad application
- Creating documents using Notepad
- Saving documents
- Using WordPad for more features
- Cut, copy, and paste operations
- Previewing and printing documents

### Module 3: Organizing Files

- Using Windows Explorer
- Understanding files and folders
- Finding files and folders
- Creating folders
- Copying, moving and deleting files
- Creating shortcut icons on the desktop
- Deleting files and folders
- Emptying recycle bin

### Module 4: The Control Panel

- Changing mouse properties
- Changing volume properties
- Changing display properties
- Changing system time and date
- Switching between users (only for Windows XP)