

Training@ CÓRAS IT

Essential Windows: Outline

The Full Cross Platform Skills Set!

OR “Everything you wanted to know about Windows and didn’t dare ask!”

The nature of Windows – Multi Tasking and Multiple ways of doing anything.

Clicking, double-clicking and right-clicking.

Moving around Word and other documents.

Selecting: Text documents

Spreadsheets

Graphical items

Moving text and objects around

Cutting and Pasting

Drag ‘n Drop

Toolbars: viewing, moving, floating and docking.

Working with Multiple Windows:

Making active, moving, resizing, maximising and minimising.

The taskbar.

Tiling or cascading windows.

Copying between Windows or different programs.

Example: inserting a spreadsheet chart into a Word document.

Formatting text in various programs

The format painter

Files and file management

What is a file

Folders

Disc drives and letters

Folder (directory) tree and Windows Explorer.

Views in Windows Explorer: list, details thumbnails etc.

Selecting files and making multiple selections.

Moving, copying and deleting files and folders.

Fine names types and extensions.

Searching for files.

Interludes (short 10 minute lectures on various topics)

Security1 – Advice on choosing and using passwords

Security2 – Basic precautions against viruses spyware and ‘phishing’

Email: Brief notes on setting up in Outlook or OE