

Microsoft Windows and Office Overview Basic Course Outline

To provide a basic knowledge and understanding of MS Windows, Including the Desktop, the Taskbar, Folders, Shortcuts, Files, Drives and Servers, as well as some of the common tools, features and Shortcuts which can be used across MS Office applications.

Content

1. Glossary of Terms
2. Organising files
3. Launching applications
4. Customise the Taskbar, Shortcut bar and Desktop.
5. Using the Mouse.
6. Keyboard shortcuts.

Duration

Half Day