

CT 110 - Windows Fundamentals

Course Description

This course will provide students with a greater understanding of the Windows operating system through the use of lecture, group discussion, and in-class learning exercises. Heavy emphasis is placed on the use of hand-on exercises to reinforce learning.

Prerequisite Class/Skills:

Introduction to Computers with Advance recommendation or equivalent knowledge (understanding of hardware vs. software, basic internet and email use)

Learning Objectives:

1. Access the Start Menu to select an application or file
2. Manipulate a window
3. Switch between windows
4. Use windows help
5. Shut down computer
6. Create and save a file
7. Use the Save As function to save a file to a new location
8. Create a Folder
9. Save a file to a folder
10. Move a file to a folder
11. Open a file
12. Rename and delete a file
13. Restore a deleted file
14. Save or move a file to a portable drive
15. Properly remove a portable drive
16. Identify Microsoft Office (Word, Excel and PowerPoint) programs, icons, and extensions and when to use each program
17. What you can do to keep your information safe and secure on emails and on the internet
18. Windows Updates – what they are and why you need to do them

Length:

1 ½ hours per week for 7 weeks