

Windows Introduction

Course Schedule

Unit Standard: 258883: Use generic functions in a GUI environment

Course Schedule

1. Understanding Windows as an operating system
2. Exploring Windows
3. Describing Icons
4. Arranging Icons
5. Viewing Icons differently
6. Creating shortcuts
7. Finding and Opening Apps and Settings
8. Using Windows Features
9. Understanding different windows
10. Exploring open windows
11. Changing window defaults
12. Opening many apps
13. Using Help
14. Using input mechanisms
15. Methods of selecting
16. Printing information
17. Changing printing settings
18. Troubleshooting printing

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R890-00

Venues: Our training room or yours

This course is designed for those who wish to learn about computer operating systems and use its many features

Prerequisites: Candidates should be able to read and write English.

You will learn:

- How to get started with Windows
- Use Windows Features
- Navigate throughout windows
- Customise Windows
- Print Options available

Candidates who successfully complete a Portfolio of Evidence will receive a certificate of competence and awarded credits for these unit



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Sector Education and Training Authority

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