

MISROSOFT WINDOWS

COURSE SCHEDULES

WINDOWS UNIT STANDARD 258883-

COURSE SCHEDULE

- Understanding Windows as an operating system
- Exploring Windows
- Describing Icons
- Arranging Icons
- Viewing Icons differently
- Creating shortcuts
- Finding and Opening Apps and Settings
- Using Windows Features
- Understanding different windows
- Exploring open windows
- Changing window defaults
- Opening many apps
- Using Help
- Using input mechanisms
- Methods of selecting
- Printing information
- Changing printing settings
- Troubleshooting printing

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

Name of Course	Description	No of Days	Cost per Delegate		
			MS Teams	Delegate: Your Premises	Delegate at Sankin
Windows 1	Use generic functions in a Graphical User Interface (GUI)-environment	1	1100	1200	1300
Windows 2	Use generic functions in a Graphical User Interface (GUI)-environment	2	2000	2150	2250