Introduction to Windows

DESCRIPTION:

Windows is the operating system sold by the Seattle-based company Microsoft. Windows is also the dominant operating system used in the Maldives Civil Service. Introduction to Windows training offers the participants to experiences the Windows interface and its components in addition to customizing, managing files and folders. Participants will also be introduced to the common tools and programs available in Windows.
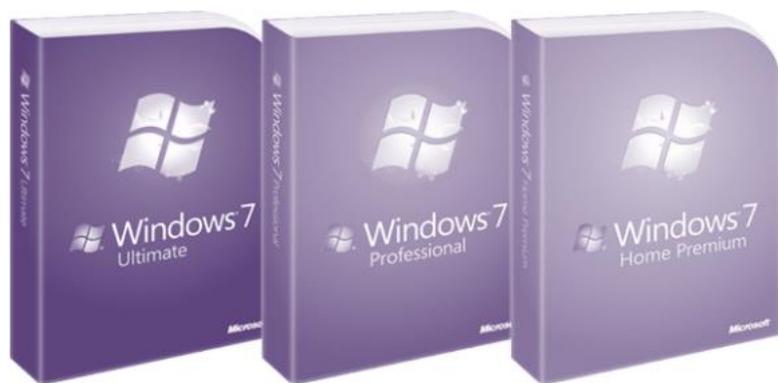
OBJECTIVES:

Upon completion of this workshop, the participants will be able to:

- boot and shutdown a computer
- log on to window, explore its interface, and identify the different components present in the interface
- customize the windows desktop, manage files and folders
- use the common tools and programs available in windows
- browse the internet.

OUTLINE:

- Booting PCs and shutting down windows
- Understanding windows desktop and creating shortcuts and navigating the windows environment
- Utilising windows explorer and internet explorer
- Utilising mails, news, appointments and mobile features
- Creating movies and DVD videos, and learning windows media, format and burn CD and DVD
- Windows 7 tools, accessing help and support
- Keeping the computer system healthy

TRAINING CODE:
INWIT15

DURATION:
15 hours

MODE OF DELIVERY
- group discussions
- practical lab sessions
- peer reviewing
- self-assessing exercises

DESIGNED FOR:
This training is designed for all staff who need knowledge in operating systems and file management skills.

- Level 2
- Level 3

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