

Introduction to Microsoft Windows



media training

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020 7359 9855

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Course description

This hands-on course is the foundation for mastering Microsoft Windows.

The course will enable you to comfortably find your way round the operating system, organise your work, make backups, create and use shortcuts, customise the way Windows works to suit you and enable you to confidently use the world's most popular operating system

Course information

Course duration One day

Course cost

Public scheduled course: £345 plus VAT per person.
This course runs as a public scheduled course on a regular basis.
Please call 020 7359 9855 or visit www.mediatraining.ltd.uk for dates.

Private course costs: £495 plus VAT for individual tuition.
£745 plus VAT for two delegates.
£935 plus VAT for three delegates.
Each additional delegate: £100 plus VAT.

Course location

We have two fully equipped training centres in central London; one is in Highbury and Islington (one stop from Kings Cross) and one next to Waterloo station. We can also run courses onsite at your offices if you prefer.

Pre course requirements

There are no pre course requirements.

Post training support

The cost of the course includes lunch, course notes to take away, a certificate and six months telephone Helpline support.

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Welcome to Windows

- De-mystifying terminology
- Exploring the interface

Windows essentials

- Starting up and closing down your computer
- User accounts
- Finding documents and files
- Advanced search options
- Organising your work
- Using shortcuts
- Input panels and tablets
- Using Windows Superbar
- Using Aero Peek, Snaps and Shake
- Organising your Gadgets
- Using the Windows calendar

Windows functionality

- Installing and uninstalling software
- Installing and using printers
- Setting a default printer
- Understanding how fonts work
- Networking basics
- Talking to other computers
- Internet Explorer
- Setting Home Page tabs

Customising your system

- Choosing your desktop theme, look and feel
- Customising your keyboard and mouse
- Setting the date, time and location

Working with pictures, sound and music

- Understanding Windows libraries
- Creating slideshows
- Music and sound facilities
- Using voice commands

Defending your computer

- How to protect yourself from viruses
- The internet connection firewall
- Backing up your data
- Best practices to stay safe

Keyboard shortcuts

Questions and answers