

COMPUTER CONCEPTS AND WINDOWS XP/VISTA TRAINING OUTLINE

I. Introducing Basic Computer Concepts

Looking at Computer Systems

- Basic Computer Components
- Desktop Computer Component

Defining Units of Measure

- Bits and Bytes

Looking Inside the System Unit, Part 1

- The System Board
- The Microprocessor
- Microprocessor Performance
- Random Access Memory
- Data Drives
- How Hard Disk Drives Work
- RAM Compared to Data Storage Drives

Looking Inside the System Unit, Part 2

- Computer Video
- Key Video Components
- Expansion Slots
- Ports

Selecting Peripherals

- Plug and Play
- USB Ports
- USB 1.1 and 2.0
- Keyboard
- The Mouse
- Modems
- Scanners
- Printers
- Surge Protector

Looking at Computer Software

- Files
- Programs
- Operating System
- About Windows Vista
- Application Programs
- User Files
- Computer Viruses
- Researching Software
- Examples

Making a Purchase Decision

Setting Up a Computer

- Ergonomics
- Computer Furniture

Maintaining Healthy Work Habits with Computers

- Eye Strain
- Repetitive Stress Injuries
- Awareness Is Key!
- Preventative Measures

II Working with Windows Programs

Introducing Windows

- Roles of an Operating System
- Ease of Learning

Switching On the Computer

- The On-Off Switch
- Starting Windows
- Windows XP Editions
- Windows Vista Editions

Logging On to Windows

- Logging On to Windows
- Usernames
- Passwords
- The Desktop
- Icons and Buttons

Using a Mouse

- Mouse Buttons
- Are You Left Handed?
- The Clicking Motion
- The Double-Clicking Motion
- The Right-Click Motion

Starting Programs

- Elements of a Program Window

Sizing Program Windows

- Quick Sizing Buttons
- The Switching Restore and Maximize Buttons
- Moving Program Windows
- Changing the Size of a Program Window



Multitasking

- How Many Programs Can You Multitask?
- Switching Between Windows
- Closing Program Windows

Shutting Down Windows

- Logging Off
- Switch User
- Hibernation

III. Using Word Processors and the Internet

Working with Programs

- Word Processors
- Typing in a Word Processor
- Using Toolbars
- The Undo Command
- Using a Menu Bar

Saving Files

- Where Your Work Takes Place
- The Save and Save As Commands
- Naming Files
- Storing Your Exercise Files
- Closing Program Windows

Editing Files

- Working On a Previously Saved File

Using Copy and Paste

- The Windows Clipboard

Printing Files

- The Print Command

Browsing the Internet

- Web Browsers
- Address Bar Navigation
 - Selecting Multiple Files for Move and Copy Commands

Deleting Files and Folders

- What Happens to Deleted Files?
- Restoring Files from the Recycle Bin
- Restoring Files

Appendix A: Storing Your Exercise Files

Glossary of Terms

- Searching the Internet
- Internet Search Engines
- Tabbed Browsing

Dealing with Internet Security

- Viruses
- Antivirus Software
- Spyware
- Firewalls

IV Managing Computer Files

Understanding Storage Media

- Hard Drive
- Floppy Disks
- USB Flash Drives
- External Hard Drives
- My Documents
- Network Drives

Browsing Through Files

- How Files Are Organized
- Browsing with Computer and Folder Windows
- Storing Your Exercise Files
- Opening Files
- About Files
- Changing the View
- Sorting Files

Working with Folders

- Folder Hierarchy
- Creating Folders
- Renaming Files and Folders
- Filename Extensions

Moving and Copying Files