



Computer Consultants Corporation

Windows 2000

Introduction

Length of course: 1 class days (6 hours)

Objective(s): Students will learn the basics of using the Windows operating system.

Prerequisites: No prior computer experience needed.

Getting Started with Windows 2000

- Touring the Windows 2000 desktop
- Using the Taskbar and the Start Menu
- Working with Windows

The Windows 2000 Environment

- Logging on to your Workstation
- The Windows 2000 Desktop
- Overview of Input Devices
- The Taskbar and the Start Menu
- Working with an Open Window
- Using Help

Working with the Windows 2000 Hierarchy

- An Introduction to the Windows 2000 Hierarchy
- My Computer
- My Network Places
- The Search Feature

Using Windows Explorer

- Orientation to the Windows Explorer
- Creating Folders
- Copying and Moving Objects
- Using the Recycle Bin

Working with Windows 2000 Programs

- An Orientation to Windows 2000 Programs
- Cutting, Copying, and Pasting in Windows 2000 Programs.

Customizing the Windows 2000 Desktop

- Working with Shortcuts
- Using Web Style View for the Desktop and Folders
- Working with Control Panel Settings