

IBM®

# OS/2 Warp 4 Course Outline

Foundation Level

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## **OS/2 WARP 4 - CONCEPTS**

- What Is OS/2?
- Advantages Of OS/2 Compared To DOS
- Multitasking
- OS/2 And Support For DOS And Windows
- OS/2 And Memory
- OS/2 And Filing Systems
- Hardware Requirements
- Installation

## **SCREEN COMPONENTS**

- What Is The Workplace Shell?
- Concentrating On Your Data!
- Workplace Shell - Types Of Objects
- Drag And Drop - Copying Vs. Moving
- Using Shadows
- The Warpcenter
- The Launchpad
- The Components Of An OS/2 Window
- The Title Bar And Moving Windows
- The Window Border - Re-Sizing
- Maximize, Minimize, Close And Restore Buttons
- Scroll Bars
- The Menu Bar
- Pop-Up Property Menus
- Closing The Workplace Shell
- OS/2 Keyboard Shortcuts

## **CONTROLLING MULTITASKING**

- Using The Warpcenter - 'Switch To Another Program'
- Using The Windows List - Ctrl+Esc
- Alt+Tab And Alt+Esc
- Where Do Programs Minimize To?

## **GETTING HELP!**

- What Is The Assistance Centre Folder?
- The Information Object
- What's Contained Within The Information Object?
- Help Index - What Is It?
- Information Folder - Tasks
- Reference And Commands

- Read Me
- Online Information Overview
- Using The Warpcenter Help Icon
- Trouble Shooting - Help
- Information From The Internet
- OS/2 Tutorial
- Help At The Command Line
- Context-Sensitive Help

## **OS/2 SYSTEM SETUP**

- What Is The OS/2 System Folder?
- The OS/2 System Folder - System Setup
- System Setup - The System Clock
- System Setup - Keyboard And Mouse
- System Setup - Country
- System Setup - Font Palette
- System Setup - Colour Palette And The Scheme Palette

## **COMMAND PROMPTS**

- The OS/2 System Folder - Command Prompts
- Windows And OS/2

## **APPLICATIONS, UTILITIES AND GAMES**

- The OS/2 Programs Folder
- Starting Programs Automatically
- The OS/2 Utilities Folder
- The OS/2 Games Folder
- The OS/2 System Folder - Minimized Window Viewer

## **DRIVE, FOLDER AND FILES**

- The OS/2 System Folder - Drives
- Diskette Manipulation Under OS/2
- The OS/2 System Folder - Shredder

## **EXCHANGING DATA**

- The Clipboard
- Using The Cut, Copy And Paste Commands
- What Is Dynamic Data Exchange (DDE)?