

Microsoft®

Windows 2000 Course Outline

Foundation Level

INTRODUCING WINDOWS 2000

- Discover Windows 2000
- The Windows 2000 Desktop
- The Windows 2000 Start Icon
- The Windows 2000 Taskbar
- The Windows 2000 Recycle Bin
- The Windows 2000 My Computer Icon
- The Windows 2000 'My Network Places' Icon

WINDOW COMPONENTS & SELECTION TECHNIQUES

- The Title Bar
- The Scroll Bars
- Maximize, Minimize, Restore And Close Buttons
- Borders
- The Control Icon
- Dialog Boxes
- Text Boxes
- List Boxes
- Drop Down List Boxes
- Check Boxes And Radio Buttons
- Command Icons
- Tabs
- Mouse Selection Techniques
- Keyboard Selection Techniques
- Drag And Drop Techniques
- The 'Other' Mouse Button
- What Are Property Sheets?

STARTING TO USE WINDOWS 2000

- What Is The Start Icon?
- The Start Menu
- The Start Icon - Programs
- The Start Icon - Documents
- The Start Icon - Settings
- Windows Help
- The Start Icon - Run
- The Start Icon - Shut Down
- The Startup Folder
- What Is The Taskbar?
- Controlling Applications From The Taskbar
- Tiling And Cascading Windows Using The Taskbar
- Arranging Your Desktop Icons

HELP WITHIN WINDOWS 2000

- Help Within The Start Menu
- Using The F1 Key To Get Help
- 'What's This' Help
- Wizards

THE WINDOWS 2000 ACCESSORIES

- What Is WordPad?
- WordPad - Editing An Existing Document
- What Is Paint?
- Paint - Drawing Tools
- The Calculator
- The Clock

THE EXPLORER, MY COMPUTER & RECYCLE BIN

- What Are Drives, Folders And Files?
- The Explorer Vs My Computer
- The Windows Explorer Window
- Windows Explorer Toolbars
- Long File Names
- Folder Selection Techniques
- Switching Drives
- Folder Creation
- Moving Or Copying Files And Folders
- Renaming Files Or Folders
- Deleting Files Or Folders
- The Recycle Bin And Deleted Files
- Starting Programs Via The Explorer
- Creating Shortcuts On The Desktop

PRINTING

- What Is A Printer Driver?
- Installing A Printer Driver
- Setting Up A Printer
- Default And Installed Printers
- Controlling Print Queues
- Viewing Installed Fonts

THE CLIPBOARD AND 'DRAG AND DROP'

- Basic Clipboard Concepts
- Linking Vs Embedding
- In-Place Activation Of Embedded Objects
- Linking In Action - Excel And Word