

# MS Windows Foundation Course Overview

## Introduction

**01-Windows Intro:** Understanding the difference between Microsoft Windows and Microsoft Office

## Windows Desktop

**01-Desktop Intro and Overview:** Introducing Windows Desktop by looking at the similarities between our real desktop and our virtual one, as well as the key components of it.

**02-GUI - using your mouse:** Intro to the Graphical User Interface and the basics of using your mouse to navigate it.

**03-Desktop Icons:** Looking at your different types of desktop icons and how to organise them and re-arrange them.

**04-Task Bar:** The various Task bar functions including, access to Applications, using the Search option and checking your Notification Area.

**05-Windows Start:** Picking out the best features of the Windows Start button and navigating the differences between Windows 7 and Windows 10.

**06-Application Windows:** Basics of working with Windows, resizing, maximizing, minimizing etc. Different types of windows and working with multiple windows at the same time.

## Windows Explorer

**01-Windows Explorer Overview:** An introduction to all the main components that make up the File Explorer Window

**02-Download Folder:** How to download and unzip your Windows Foundation folder so that you can follow along!

**03-Navigation Pane:** How to use the Navigation Pane, including Quick Access and how to customize it.

**04-Content Window:** The different views of the Contents Pane and when best to use which one. Adding the Preview and Details Pane and showing and hiding file extensions.

**05-Address Bar:** Navigating using the address bar and some of the neat new features that have been added over time.

**06-Search Box:** How to do a basic search using key words and file extensions.

## Organizing Files and Folders

**01-Creating and Renaming:** Quick ways to create new files and folders as well as renaming them, plus understanding the importance of file name extensions.

**02-Selecting Recap:** Quick recap on the different methods to select multiple files plus an introduction to ctrl+A.

**03-Copying and Moving:** Looking at the many different methods of Copying and Moving files.

**04-Copying and Moving multiple files:** Combining the previous two sections into the most efficient way to Copy and Move multiple files

**05-Best Practices:** Best practices in storing all your files and folders, best way to name date-based folders so that they sort chronologically and how to restore deleted files.

## Common Tasks

**01-Creating and Saving Files:** The common tasks of Create New, Save, re-Open, and Save-As, plus useful tips on how to save incremental versions of the same file.

**02-Common Menu Items:** Taking a look at the similarities and differences of Menu items across different applications, such as File, Home and View.

**03-File and Print:** Revisiting the File Menu items and taking a closer look at the Print function.

**04-Common Shortcuts Recap:** A recap of all the shortcuts covered, plus a few extras throw in for good measure.

**05-Accessing help:** Best methods to access the help feature. F1!

**06-Basic system settings:** Some common system settings including the Control Panel and checking your internet access.