

St. Charles – Getting Started Course Outlines

Basic

- Types of Computers
- Parts of a Computer
- What is Windows
- Using a Mouse
- Clicking/Double-Clicking
- Moving Windows
- Scrollbar
- Icons
- Taskbar
- Starting/Exiting Programs
- Basic Word Processing
- Saving
- Printing

Advanced

- What are Files and Folders
- Drives
- USB Flash Drives (Sticks)
- Organizing Files & Folders
 - Moving
 - Copying
 - Renaming
 - Deleting
 - Viewing
 - Selecting
- Searching for Files & Folders
- Defragging
- Installing Programs
- Shortcuts