A Special Program from the
Office of Human Resources – Training

INTRODUCTION TO WINDOWS

PROGRAM OVERVIEW:
This course was designed to introduce the student to basic computer concepts and the Windows environment. The student will learn how to move from one program to another, organize and locate files and documents, use the Clipboard to copy and paste, and create Shortcut buttons to save time. Students will discuss customizing the Windows desktop, the Search feature, and the Recycle Bin. The Help feature, My Computer, Network Neighborhood, Wordpad, Paint, Windows Explorer, and Recycle Bin will all be covered. No prior experience is necessary for this course.

COURSE OUTLINE:

I.   Orientation to personal computers
II.   Orientation to the Windows Environment
- Using the mouse and the Start Menu
- Working with an Open Window

III.   Understanding the desktop
- Using My Computer
- Using My Network Neighborhood
- Using Shortcuts

IV.   Running a program
- Using Help
- Creating and editing a document in Wordpad

V.   Running multiple programs
VI.   Cutting, copying, and pasting
VII.   Managing documents and folders with Windows Explorer
- Creating folders
- Copying and moving objects
- Sorting and finding documents

VIII. Using the Recycle Bin
IX.   The Shut Down command

Presented by the faculty of
The Pennsylvania State University Lehigh Valley Campus

Please complete the registration form and Needs Assessment Survey
and return to the Office of Human Resources – Training
to register for this computer workshop.