

COURSE SYLLABUS

Course Code WIN01
Course Title Introduction to Microsoft Windows

Duration 3 hours contact time
(One session is 1.5 hours)

Qualification media mount certificate of achievement

Training Level Basic

Prerequisites None



Summary This course will introduce the learner to Microsoft Windows and how to use a computer. Specifically designed for the very beginner.

Price Price Category C
Our full price list is available on request

To enrol on this course or contact media mount for further information visit our website

www.mediamount.co.uk or telephone (+44)(0)28 9147 2020

Course Objectives

1. Start Windows and open/close programmes
2. Use the mouse and keyboard correctly
3. Save and retrieve and search for files

Topics

Module Application	Outline
Microsoft Windows	<ul style="list-style-type: none">• What is a Computer?• Start Microsoft Windows• Use the Mouse• Use the keyboard• The Start Menu and desktop• Start a Word Processor• Enter Information• Save and Print a Document• Retrieve a Document• Find Files• Use Help• Switch off the Computer

Features

Hand-outs will be made available via the Internet and paper hard copy. Extra out-of-contact time support can be given (see prices/rates section).

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Notes