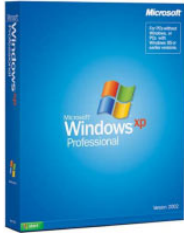


Computers, Files, Windows XP and Accessibility Tools

- Level 1 - Basic Skills Course -

Course Description.



This course is designed to provide staff with an introduction to the main features of **using a computer and managing files**. You will be introduced to the **Windows XP** operating system and shown tools and techniques for organising your files and folders (computer data). You will also explore the use of **accessibility** tools and personalise your computer. On completion of the course, you will have the basic skills necessary to use a computer and manage files more effectively.

Objectives.

You will learn many aspects of using a computer and managing files, including:

- ✓ Starting up, shutting down and restarting your computer.
- ✓ The Microsoft Windows XP operating system.
- ✓ The Desktop and Start Menu.
- ✓ Using Control buttons and Windows controls.
- ✓ Repositioning and changing the shape/size of a window.
- ✓ Scrolling and using the right click pop-up menus.
- ✓ Personalising the desktop (backgrounds, colours, fonts etc.).
- ✓ Configuring the time, date and regional settings.
- ✓ Using and exploring drives, folders and files.
- ✓ Changing how you view files and folders.
- ✓ Recognising file extensions.
- ✓ Searching for folders and files.
- ✓ Cut, copy and paste and delete commands.
- ✓ Working with multiple files.
- ✓ Formatting diskettes and copying files onto them.
- ✓ Printing and previewing a print job.
- ✓ Manipulating the print queue.
- ✓ Use of accessibility features and tools.

Pre-requisites.



No pre-requisites are required and no knowledge of IT is necessary. This course will cover the **basic** concepts of using a computer and managing files. The course will demonstrate new topics throughout each section and provide exercises to allow you to practise a wide range of techniques.