

Microsoft Windows 2000 User

Course Level : Introduction

Course Duration : 1 day

Prerequisites : None Required

▼ Course Content

○ Course Objectives

○ What is Windows 2000?

○ Loading Windows 2000

○ A Windows 2000 Overview

- Workstation Logon
- System Security - Passwords
- The Windows 2000 Desktop
- The Title Bar
- The Minimize Button
- The Maximise Button
- The Scroll Bars
- Moving a Window
- Re-sizing a Window
- Using a Mouse
- Hands-on Session
- The Mouse Buttons

○ Menu Commands & Dialog Boxes

- Commands
- Greyed Out
- SpeedKeys
- Dialog Boxes
- Dialog Box components

○ The Taskbar

- The Start Menu
- Programs option
- Documents option
- Settings option
- Find option
- Run option
- Shutdown option

○ Discussing some terminology

- Choose
- Dimmed
- Select
- Unselect

○ Using Help

- Help Contents
- Search for help



○ Working with Folders

- What is a folder?
- My Computer
- Manipulating folders
- Changing items in a folder
- Drag and Drop

○ Working with files

- Naming
- Locating
- Viewing
- Undoing file operations
- Recycle bin
- Accessing files from the desktop

○ The Windows Explorer

- Files and filenames
- Filename conventions
- Viewing files
- Viewing disks
- Using folders
- Creating folders
- Selecting single files
- Selecting multiple files
- Grouping files
- Wild card characters
- Moving & copying files
- Moving & copying folders
- Renaming files and folders
- Deleting files and folders

○ Customising Windows 2000

- The Control Panel
- Setting date/time
- Mouse Property
- Desktop property
- Recycle Bin
- Taskbar

○ Passwords

- Changing Passwords

○ Printing

- Printers Folder
- Printing documents
- Drag and Drop Printing
- Managing the print queue
- Printing over a network
- Sharing Printers