

Windows 95

Course Level : Introduction

Course Duration : Half day

Prerequisites : None required

▼ Course Content

○ Course Objectives

○ What is Windows 95?

○ Loading Windows 95

○ A Windows 95 Overview

- The Windows 95 Desktop
- The Title Bar
- Minimize and 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
- Documents
- Settings
- Find
- Run
- Shutdown

○ Discussing some terminology

- Choose
- Dimmed
- Select and Unselect

○ Using Help

- Help Contents
- Search for help

○ Working with Folders

- What is a folder?
- Manipulating folders
- Drag and Drop
- Startup and Sharing



○ Working with files

- Naming
- Locating
- Viewing
- Undoing file operations
- Recycle bin

○ The Windows Explorer

- Files and filenames
- Filename conventions
- Viewing files
- Viewing disks
- Using folders

- Creating folders
- Formatting disks
- Selecting single files
- Selecting multiple files
- Grouping files
- Wild card characters
- Moving & copying files
- Moving & copying folders
- Renaming files & folders
- Deleting files & folders

○ Viewing options

○ Customising Windows 95

- The Control Panel
- Setting date/time
- Mouse Property
- Desktop property
- Creating Shortcuts
- Recycle Bin
- Taskbar
- Start Menu

○ Workshop