

## Windows 98

Course Level : Introduction

Course Duration : Half day

Prerequisites : None required

### ▼ Course Content

#### ○ Course Objectives

#### ○ What is Windows 98?

#### ○ Loading Windows98

#### ○ A Windows 98 Overview

- The Windows98 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 98

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

#### ○ Workshop