

Chapter 1: Computer Hardware and Software

You will learn:

- Working with hardware.
- Working with software.
- Understanding memory.
- Working with the standard input/output devices.
- Working with printers.
- Working with disk drives.

Chapter 2: Using Startup and Shutdown

You will learn:

- Starting your computer.
- Shutting down your computer.
- Restarting your computer.

Chapter 3: The Desktop, Windows, and Programs

You will learn:

- Working with the Desktop.
- Working with the Taskbar.
- Working with icons.
- Working with windows.
- Switching between windows – Taskbar versus keyboard.
- Cascading and tiling windows.
- Minimizing/restoring multiple windows.

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Chapter 4: Using My Computer

You will learn:

- Working with folders.
- Viewing computer resources.
- Using menu commands.
- Displaying/hiding a Toolbar.
- Changing the view.
- Formatting a diskette.
- Viewing the contents/properties of a drive.
- Copying a diskette.
- Using the Control Panel.
- Configuring a printer.
- Using the Device Manager.
- Program management – installing, uninstalling, starting a program.

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