


SkillMaster Computer Training

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Introduction to Microsoft Windows and Computer Care

This hands-on course is designed as an introduction to the Windows environment and the basic computer care tips and tricks. Most users are not aware of all the tools that make their work on the computer much easier and more effective. You will have a clean, well-maintained PC or laptop without the unnecessary clutter and have access to programs and tools that will keep you and your workspace organised and problem-free. You will feel more confident as a user, being able to both trouble-shoot problems and to prevent them from occurring.

-  Introduction to Windows and Computer Care
-  Windows Elements
-  Computer Maintenance and Windows Management
-  Multitasking with several applications
-  To fix problems with applications: System Restore
-  Computer diagnostics: Safe Mode
-  Improve Computer performance: Defragment
-  Free up disk space
-  What's inside your computer?
-  View system configuration in Windows
-  Shutting Down Options
-  Set the Date and Time in Windows
-  Windows Shortcuts
-  Work with Digital Photos
-  Upload Digital Camera Photos to Your Laptop
-  Save Photos off Internet
-  How to set Picture as your computer's Desktop background
-  Windows Accessories Programs
-  Remove a Program from Your Computer
-  Working with multiple users on one computer
-  Customise Desktop Background

- ✚ Customise Screen Saver
- ✚ Working with Recycle Bin
- ✚ Working with files
- ✚ Organise data with folders
- ✚ How to Locate Files and Folders in Your Computer
- ✚ How to backup files onto a CD or DVD
- ✚ Copy pictures onto a CD or DVD
- ✚ Work with USB
- ✚ Set Default Printer Preferences
- ✚ 7-zip– Compress Your Files
- ✚ Advanced System Care – fighting cookies, malware and boosting PC
- ✚ Virus Protection – Microsoft Security Essentials
- ✚ How to Use the Scanner
- ✚ Skype telephony
- ✚ Solitaire Game

