Windows Productivity Training  
Ed Pai

Purpose: Get ready for the new computers, increase our productivity

Introductions

Computer Orientation

Hardware

- System Unit
- USB ports

Storage Devices

- Combo drive
- Hard Drive
- Memory sticks

Input devices

- Keyboard
- Mouse

Communications devices (network)

Monitor (output)

- 19 inches

Software

- System – manage the resources of the computer (h/w, files)
- Applications - does useful stuff

Windows Productivity (System Software)

- The “Desktop” (tab example)
- Setting up your desktop (Control Panel)
  - Screen resolution
  - Taskbar and Start Menu properties
  - Mouse and keyboard options
- Working with Windows (resizing)
- Cutting and Pasting
  - Website – Accreditation report or President’s Bulletin to Word
- Managing your files

Getting ready for the transfer/installation of new machines

- Backing up your files (My Documents)