

Windows Productivity Training

June 23, 2006.

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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)