

Introduction to Windows

Objectives

- Know the basic parts of a Window, from the tool bar to the scroll bar.
- Understand how to multitask in the Microsoft Windows environment.
- Learn how to save a file.
- Learn how to create a file folder and organize files.

Agenda

- Introduction
- The Windows desktop
- Parts of a Window
- File management: how to save.
- File management: how to organize.

