

Basic Computing: A beginning User's Guide course helps you understand fundamental concepts that make using your computer a comfortable and rewarding experience. With the friendly and sometimes zany approach of brothers John and Dave Hiatt, and a special guest appearance from best selling author and renowned PC technician Mike Meyers, you'll get up close and personal with the components that make up your computer, and you'll learn practical tips for using your system.

This course is an outstanding introduction to A+ Certification course and provides fundamental information for the A+ Certification Exam.

Session 1

Section A: Getting Started

- The Computer
- Plugging in Connections

Section B: Communication with Your Computer

- Desktop
- Keyboard
- Mouse

Section C: Windows

- Window Content
- Sizing a Window
- Scroll Bar
- Moving a Window
- Active Window
- Arranging Windows
- Minimize & Maximize Windows

Section D: Accessing Folders, Files & Programs

- Folders
- Creating a New Folder
- Put Files in Folders
- Accessing Files on a Diskette
- Renaming a File
- Recycle Bin
- Create a File

Section E: More Fun with Files

- View Options
- Short Cuts
- Hot Keys
- File Associations

Section F: Working with Programs

- Installing Software
- Windows Explorer
- My Computer
- Control Panel
- Command Prompt
- Attributes

Section G: Shutting Down

- Inserting a CD
- Shutting Down
- Cleaning Your Computer