

### **Working with Computers**

- Your PC – CPU, Memory, Monitors & Keyboards
- Peripherals – Mouse, Modems & Printers
- Disk Drives – Hard Disk, Floppies & CDs
- Understanding the Operating System
- Understanding Software Applications

### **Navigating Through Windows**

- Touring the Desktop
- Using the Start Menu
- Shutting Down the Computer

### **Working with Windows**

- Opening & Closing Windows
- Moving & Sizing Windows
- Switching Between Open Windows
- Working with Menus

### **Using Windows Explorer**

- Starting Windows Explorer
- Understanding Files & Folders
- Viewing Files & Folders
- Starting Applications & Accessing Resources

### **Working with Folders & Files**

- Creating Folders
- Moving & Copying Files
- Deleting & Retrieving Folders & Files

### **Working with Floppy Disks**

- Formatting Floppy Disks
- Copying Files to Floppy Disks
- Copying Floppy Disks

### **Purchasing A Computer System**

- What to look for in your next PC
- Your PC needs & finding the PC that fits!