

Fundamentals

- Turn on a Computer
- All About Windows
 - What is Windows
 - A Quick History
 - Software & Hardware
 - What Programs Do
- Turn off a Computer
- The Desktop
- The Mouse
 - Point, Click & Double-click
 - Drag and Drop
 - Right-click Shortcut Menus
- The Keyboard
- The Start Menu

Using Windows

- Open a Program
- A Typical Window
- Size a Window
 - Minimize
 - Maximize & Restore
 - Drag to Size
- Move a Window
- Close a Window
- Multiple Windows
- Windows Help

Basic Skills

- Menus & Toolbars
- Dialog Boxes
- Enter & Edit Text
- Save & Close a File
- Open a File
- Select Text
- Select & Replace Text
- Use Undo
- Cut, Copy & Paste Text
- Font Type & Size
- Bold & Italics
- Underline & Text Color
- Paragraph Alignment
- Print a File

Explore the Internet

- A Brief History of the Internet
- The World Wide Web
- Web Browsers
 - Browse the Internet
 - Address Bar
 - Hyperlinks
 - Navigation Toolbar
- Favorites
 - Add a Favorite Web Page
 - Organize Favorites
- Search the Internet
- Copy & Paste from a Web Page
- Internet Security

Explore Email

- The Folder List
- Communicate with Messages
 - Send a Message
 - Receive a Message
 - Reply to a Message
 - Forward a Message
- File Attachments
 - Attach a File to a Message
 - Open an Attachment
 - Save an Attachment
- Manage Messages
 - Move Messages
 - Save Messages
 - Delete Messages
 - Sort Messages
- Address Book
 - Add a Contact
 - Edit Contact Information
 - Delete a Contact