

# Windows 2000 Introduction

## Prerequisites:

None. However, if students have little or no experience with computers, they may benefit from completing an Introduction to Personal Computers course before taking this course.

## Course Content

### Lesson 1: The Windows 2000 Environment

- Logging on to Your Workstation
- The Windows 2000 Desktop
- Overview of Input Devices
- The Taskbar and the Start Menu
- Working with an Open Window
- Using Help

### Lesson 2: Working with the Windows 2000 Hierarchy

- An Introduction to the Windows 2000 Hierarchy
- My Computer
- My Network Places
- The Search Feature

### Lesson 3: Using Windows Explorer

- Orientation to the Windows Explorer
- Creating Folders
- Copying and Moving Objects
- Using the Recycle Bin

### Lesson 4: Working with Windows 2000 Programs

- An Orientation to Windows 2000 Programs
- Cutting, Copying, and Pasting in Windows 2000 Programs

### Lesson 5: Customizing the Windows 2000 Desktop

- Working with Shortcuts
- Using Web Style View for the Desktop and Folders
- Working with Control Panel Settings

### Lesson 6: Using the Network and the Active Directory

- My Network Places
- The Active Directory
- Working Remotely

### Lesson 7: Managing and Administrating the Workstation

- Microsoft Management Console
- Control Panel
- NTFS