

# Windows 98 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: Introduction to Personal Computing

- Orientation to Personal Computers
- Orientation to How Computers Work
- The Larger World of Personal Computers

### Lesson 2: The Windows 98 Environment

- The Windows 98 Desktop
- Orientation to the Keyboard and Mouse
- The Taskbar and the Start Menu
- Working with an Open Window
- Using Help

### Lesson 3: The Windows 98 Hierarchy

- An Introduction to the Windows 98 Hierarchy
- My Computer
- Network Neighborhood
- The Find Feature

### Lesson 4: Using Windows Explorer

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

### Lesson 5: Working with Windows 98 Programs

- An Orientation to Windows 98 Programs
- Cutting, Copying, and Pasting in Windows 98 Programs

### Lesson 6: Customizing the Windows 98 Desktop

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

### Lesson 7: Introduction to Internet Explorer 4.0

- Connecting to the Internet
- Using Internet Explorer
- An Overview of the Active Channel Guide
- Shutting Down Windows 98