

Windows Millennium Edition 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 Me Environment

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

Lesson 3: Working with the Windows Me Hierarchy

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

Lesson 4: Using the Windows Explorer

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

Lesson 5: Working with Windows Me Programs

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

Lesson 6: Customizing the Windows Me Desktop

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

Lesson 7: Introduction to Internet Explorer 5.5

- Connecting to the Internet
- Using Internet Explorer

Lesson 8: Additional Accessory Programs in Windows Me

- Working with Windows Communications Accessories
- Working with Windows Entertainment Accessories
- Working with System Restore and Windows Movie Maker
- Shutting Down Windows Me