



# Computer Introduction Training : Windows and Internet

## Introduction to Computer Introduction Training : Windows and Internet

### Equipment

Connect the microcomputer

Central unit

The screen or monitor

The keyboard

The mouse

### Getting started with Windows

Start Windows

Discover the Start menu

Open or activate a new session

Log off Windows

Discover the Windows interface

Description of the office

The My Documents directory

The workstation (Computer)

Shut down the computer

### Files and directories

What is a hard drive?

What is a folder?

What is a file?

What is an extension?

## **The essential manipulations**

User accounts

Create a User account

Open an application (launch a program)

Activate an open application

Exit an application

Description of windows

Move / modify the dimensions of a window (Desktop)

Manage menus and options for Desktop applications

## **Installed software: Word**

Word interface

Discover the word interface

Show / hide formatting marks

Change the display mode

Entering / selecting / modifying text

Text formatting

Layout and printing

Board

## **Installed software: Excel**

Excel interface

Filing cabinets

Travel / selections

Data entry and modification

Simple calculations

Sheets, rows and columns

Layout and printing

Graphic

## **Connect to the Internet**

### **Necessary material**

**Choose an Internet service provider**

## **The Web**

**Install a browser**

**Launch a browser**

**Discover the elements of the window**

**Enter the address of a site**

**Navigate in a page**

## **Seeking information**

**Choose a search engine**

**Enter the keywords of a search**

**Do research with Google**

**Do research with Yahoo**

## **Messaging**

**Email or Webmail software**

**Create an email address**

**Send a message**

**Read his messages**

**Reply to a message**

**Forward a message**

**Send an attachment**

**Open / save attachment**

**The format of the attachments**

**Save a contact in their address book**

**Use the address book to send a message**

**Delete a message**

Nous contacter:  
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