



Skillsfuture @ PA Basic Computer Step 3

Understanding Windows basic views, settings, files and folders is an essential skill required when you use a computer to complete any basic task in the office environment today.

This training will cover the following topics:

- Basic Taskbar settings
- Toolbars display
- Cortana
- Snap window
- Arrange windows
- Start menu settings
- Search box
- Task view
- Change app icon
- File Explorer
- Understanding different file types
- Working with files
- Create a folder
- Duplicate, rename and delete files and folders
- Restore deleted files
- Select one or more files and folders
- Move files and folders to different locations
- Working with a flash drive
- Creating Shortcuts
- Finding files and folders
- Calculator
- Calendar
- Notepad
- WordPad
- Paint
- Snipping tool
- Change screen resolution
- Change screen brightness
- Adjusting time and date
- Turn on night Light
- Uninstall programs
- Defragment and Optimize Drive
- Understanding user accounts
- Create a password for different users
- Switch between different users
- How to update Windows
- Firewall

7 hours

\$85 (Member) / \$95 (Non Member)

Start Date	End Date	Time	Day	Medium	Course Code
23 Mar 26	23 Mar 26	10am-6pm	Mon	English	C027200693
27 Apr 26	29 Apr 26	10am-1.30pm	Mon & Wed	English	C027207114