

43- Windows

| <u>Course Duration</u> | <u>Target Audience</u> | <u>Language</u> | <u>No.Trainees</u> |
|------------------------|------------------------|-----------------|--------------------|
| 25 hours | all graduated | English | 20:25 |

Content

- Getting Started(The Windows Desktop - Arranging Icons - Opening Windows - Shut Down and Restart)
- Managing Files
- Print Management
- Running Applications
- Using Compress
- Virus Control



Objective

Management files and folder, control hardware using operating system and be able to deal with windows users.