

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.