

ON LINE SERVICES

Computer Training & Support

Windows 2000 New Features

Course Description

This course introduces the new features of Windows 2000. Students will learn how to use several features to automate the Desktop, work with files, manage printers and perform regular maintenance. This course assumes users have been working and are comfortable using Windows '95 or '98.

Contents

Lesson 1: Exploring Windows Features

- Switching Between Open Windows
- Using the Show Desktop Button
- Using the Active Desktop
 - Displaying the Active Desktop
 - Adding New Items to the Active Desktop
- Working With Views
- Using Views
- Hiding and Displaying the Status Bar
- Changing Views in a Window
- Using the Back and Forward Buttons
- Using Windows Links

Lesson 2: Working With Toolbars

- Viewing Toolbars
- Hiding and Displaying A Window Toolbar
- Adding a Quick Launch Toolbar Shortcut
- Displaying a Toolbar On the Taskbar
- Creating a New Toolbar
- Moving a Toolbar
- Changing the Width of a Toolbar

Lesson 3: Using the Start Menu

- Changing the Start Menu Icon Size
- Enabling/Disabling Personalized Menus

Lesson 4: Using Windows Explorer

- Using Explorer to View Resources
- Opening Items With Explorer
- Moving & Copying Files With Drag & Drop
- Refreshing the Views
- Adding an Item to the Favorites List
- Managing File Associations

Lesson 5: Working With the Control Panel

- Using the Effects and Web Pages
- Working With Printers
 - Adding a Network Printer
 - Managing Print Jobs

Lesson 6: Security

- Locking Your Computer
- Assign a Screen Saver Password
- Encrypting a File or Folder
- Change File and Folder Permissions

Lesson 6: Using System Tools and Scheduling Tasks

- Using System tools
 - Storage
 - Backup & Restore
 - Using Disk Cleanup
 - Optimizing System Performance
- Viewing System Information
- Using the Character Map
- Adding a Scheduled Task
- Using the Task Page
- Using the Schedule Page
- Using the Settings Page
- Deleting a Scheduled Task

Lesson 7: Using Help

- Opening the Help Viewer
- Using the Contents Page
- Using the Index Page
- Using the Favorites Page
- Printing Help Topics