



# Windows Basics

Skill Level: Beginner

This class is designed for any level of computer user that needs to know more about their computer. Most of us use a computer for one or two things, whether at work or at home. This class is structured to fill in the gaps in our computer knowledge.

We explain how things work in basic terms and how to get the computer to work for you. We cover all of the Windows Basics including terminology, desk top settings and organizing files and folders. Learn about the control panel, networking, RAM, drives (internal and external), backing up data, and more!

## **Some of the things you will learn in this class:**

- Windows Operating System Basics
- Keyboard, Mouse and Date/Time settings
- Desktop Properties (Desktop, Screen Saver, Resolution, etc.)
- Installing or Removing unwanted programs and icons
- Organizing files
- Cut, Copy & Paste
- Basic Networking
- Creating a CD
- Backup procedures
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email [info@tctrainme.com](mailto:info@tctrainme.com).