

Windows 2000

Explores the Windows operating system. Work with windows and menus, use My Computer and Windows Explorer, organize files/folders, use accessories such as WordPad, Paint, Clipboard and Calculator, customize the desktop and Windows, maintain the hard drive by using backup methods, scanning for errors and defragmenting.

What You Will Learn

- Explores the Windows 2000 operating system
- Works with windows and menus
- Learn to use My Computer and Explorer
- Learn how to organize files/folders and subfolders
- Learn to use the accessories (WordPad, Paint, Clipboard, Calculator)
- Learn how to customize your desktop and Windows
- Learn to maintain the hard drive (backup, scan, defrag)

Who Should Attend

All persons who need to work in a Windows 2000 environment