

# Windows Introduction Course Schedule

Unit Standard: 258883: Use generic functions in a GUI environment

## Course Schedule

1. Understanding Windows 8 as an operating system
2. Exploring the Windows 8 screen
3. Describing Icons
4. Arranging Icons
5. Viewing Icons differently
6. Creating shortcuts
7. Finding and Opening Apps and Settings
8. Using Windows Features
9. Understanding different windows
10. Exploring open windows
11. Changing window defaults
12. Opening many apps
13. Using Help
14. Using input mechanisms
15. Methods of selecting
16. Printing information
17. Changing printing settings
18. Troubleshooting printing

### ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R800-00

Venues: Our training room or yours

*Assessment and moderation of  
submitted POE's @ R250 pp*

# Sankin Computer Training