

MS Windows NT

This two-day hands-on course prepares students to operate the various functions of Microsoft Windows NT computerized operating system. Topics include startup, multi-tasking, file management, navigating the various applications, control panel settings and functions, task manager, and exiting from the system.

I. Introduction to Personal Computers

- System Definitions
- Platform Definitions
- File Definitions
- Hardware
- Networking
- Other Hardware
- Safety Precautions

- Networking File Management
- Navigating Applications and Windows
- Adding a Printer (Local/Network)
- Control Panel
- Task Manager

II. Introduction to Windows NT

- History of Windows
- Operating Similarities of Windows/Windows NT
- Windows NT Definitions (OS, GUI)

V. Exiting Windows NT

- Shutdown
- Restart
- Log-in as Different User

III. Windows NT Startup

- Log-In
- Passwords
- Desktop Monitor
- Mouse (Click and Wheel)
- Starting Applications

IV. Windows NT Operations

- Multi-Tasking
- Networking File Management
- Objects and Properties
- Arranging/Customizing Desktop
- Object Linking and Embedding (OLE)
- File Management
- Using/Creating Files