

## Windows NT 4 foundation

### What is Windows NT workstation 4?

- ◆ The Windows NT workstation 4 desktop
- ◆ The start button
- ◆ The taskbar
- ◆ The Recycle Bin
- ◆ My Computer
- ◆ Network neighborhood

### Window components and selection techniques

- ◆ The title and scroll bars
- ◆ Maximize, minimize, restore and close
- ◆ Borders
- ◆ Dialog boxes, Text boxes, List boxes
- ◆ Drop down list boxes
- ◆ Check boxes and radio buttons
- ◆ Command buttons
- ◆ Selection techniques
- ◆ Drag and drop techniques
- ◆ The 'other' mouse button

### Using Windows NT workstation 4

- ◆ The start menu & startup folder
- ◆ Controlling applications from the taskbar
- ◆ Moving and customizing the taskbar
- ◆ Tiling and cascading Windows
- ◆ Arranging your desktop icons
- ◆ Adding programs to your start menu
- ◆ Creating a new file from the desktop

### Help within Windows NT workstation 4

- ◆ "tip of the day"
- ◆ Help within the start menu
- ◆ Help - contents and index
- ◆ 'What's this?' help
- ◆ Wizards
- ◆ Troubleshooting using help

### The Windows NT workstation 4 accessories

- ◆ What is WordPad?
- ◆ Paint?
- ◆ The calculator and clock

### The Explorer, My Computer and the Recycle Bin

- ◆ What are drives, folders and files?
- ◆ The Explorer window
- ◆ Long file names
- ◆ Folder selection techniques
- ◆ Switching drives
- ◆ Folder creation
- ◆ Moving or copying files and folders
- ◆ Renaming files or folders
- ◆ Deleting files or folders
- ◆ The Recycle Bin and deleted files
- ◆ Customizing the Explorer file display
- ◆ Sorting files within the Explorer
- ◆ File searches
- ◆ Starting programs via the Explorer
- ◆ File association techniques
- ◆ Adding icons to the desktop

### Printers

- ◆ Types of laser printer - PCI vs. Postscript
- ◆ Printer considerations
- ◆ Installing a printer driver
- ◆ Setting up a printer
- ◆ Default and installed printers
- ◆ Controlling print queues

### The clipboard, 'drag and drop' and OLE

- ◆ Basic clipboard concepts
- ◆ What is OLE?
- ◆ Linking vs. Embedding
- ◆ Compound documents
- ◆ Linking in action - Excel and Word
- ◆ The clipboard and the command line
- ◆ Screen dumps and producing documentation

### **Networking with Windows NT workstation 4**

- ◆ Windows NT workstation 4 network features
- ◆ Sharing documents and folders
- ◆ Sharing printers
- ◆ Windows NT workstation 4 as a network client
- ◆ Windows NT workstation 4 and the Internet

### **Customizing Windows NT workstation 4**

- ◆ Customizing the background
  - ◆ Setting a screen saver
  - ◆ Setting color schemes
  - ◆ What is the Control Panel?
  - ◆ Setting the time and date
  - ◆ Customizing the mouse and keyboard
  - ◆ Changing your password
  - ◆ Installing new application programs
  - ◆ Creating shortcuts
  - ◆ Customizing shortcut behavior
  - ◆ Customizing shortcut icons
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