

## Microsoft Windows 98 – Foundation

This is a 1 to 2 day course at foundation level (dependent on experience). No prior use of Windows 98 is assumed.

### What is Windows 98

- ◆ Benefits of Windows 98
- ◆ Friendly installation wizard
- ◆ The windows 98 desktop
- ◆ The start button
- ◆ The taskbar
- ◆ The recycle bin
- ◆ My computer
- ◆ Network neighbourhood
- ◆ For Windows 3.x upgraders

### Components and Selection Techniques

- ◆ The title and scroll bars
- ◆ Minimise, maximise, restore and close
- ◆ Borders
- ◆ The control menu icon
- ◆ Dialog, list and text boxes
- ◆ Drop down list boxes
- ◆ Check boxes and radio buttons
- ◆ Command buttons
- ◆ Tabs
- ◆ Mouse and keyboard selection techniques
- ◆ Drag and drop techniques
- ◆ The “other” mouse button
- ◆ What are property sheets

### Starting to use Windows 98

- ◆ What is the start button
- ◆ The start menu
- ◆ The start button – programs, documents, settings, find, run and shutdown
- ◆ Windows help
- ◆ The startup folder
- ◆ Adding programs to your start menu
- ◆ Customising the start menu
- ◆ What is the taskbar
- ◆ Controlling applications from the taskbar
- ◆ Moving and customising the taskbar
- ◆ Tiling & cascading windows using taskbar
- ◆ Arranging your desktop icons
- ◆ Creating a new file directly from desktop
- ◆ Desktop toolbars
- ◆ Creating & customising desktop toolbars
- ◆ Internet explorer channel bar
- ◆ Active desktop

### Help Within Windows 98

- ◆ Help within the start menu
- ◆ Using the F1 key to get help
- ◆ “What’s this” help
- ◆ Wizards
- ◆ Troubleshooting using help

### Windows 98 Accessories

- ◆ What is WordPad
- ◆ WordPad – creating & saving a new document
- ◆ WordPad – editing an existing document
- ◆ What is Paint – drawing tools
- ◆ The calculator and clock

### The Explorer, My Computer and Recycle Bin

- ◆ What are drives, folders and files
- ◆ The Explorer vs My Computer
- ◆ The Explorer window
- ◆ Windows Explorer toolbars
- ◆ 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 items
- ◆ Customising the explorer file display
- ◆ Customising a folder
- ◆ Folder options – general and view folder
- ◆ Sorting files within the explorer
- ◆ Starting programs via the explorer
- ◆ Creating shortcuts on the desktop

### Printing

- ◆ What is a printer driver
- ◆ Installing a printer driver
- ◆ Setting up a printer
- ◆ Default and installed printers
- ◆ Controlling print queues
- ◆ View installed fonts

### The Clipboard, ‘Drag & Drop’ & OLE

- ◆ Basic clipboard concepts
- ◆ What is OLE
- ◆ Linking vs embedding
- ◆ Compound documents
- ◆ In-place activation of embedded objects
- ◆ Linking in action – Excel and Word

### Top Tips and Tricks for Windows 98

---