

Microsoft Windows 98 Intermediate

This is a 1 day course at intermediate level (dependent on experience).

DOS Applications and Windows 98

- ◆ The DOS window toolbar
- ◆ The start command
- ◆ Showing a visual directory display using the start command
- ◆ Using DIR/v and copy with long file names
- ◆ What about PIF files

Networking With Windows 98

- ◆ Manipulating 'scraps'
- ◆ DOS and the clipboard
- ◆ Screen dumps and producing documentation
- ◆ Benefits of using OLE
- ◆ New features of OLE
- ◆ OLE 2 – in-place activation
- ◆ Linking and updating issues

Customising Windows 98

- ◆ Customising the background
- ◆ Setting a screen saver

- ◆ Setting desktop schemes
- ◆ What is the control panel
- ◆ Setting the date and time
- ◆ Customising the mouse and keyboard
- ◆ Changing your Windows 98 password
- ◆ Adding new devices
- ◆ Installing new application programs
- ◆ Creating shortcuts
- ◆ Scheduled tasks
- ◆ Windows update
- ◆ Display effects

Security and Optimisation Issues

- ◆ Disk cleanup
 - ◆ Driver converter (FAT 32)
 - ◆ Disk defragmenter
 - ◆ Scan disk
 - ◆ Maintenance wizard
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