

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: **Introduction to Windows '95**

CODE NO.: X11377

PROGRAM: Continuing Education

SEMESTER: 1997W

AUTHOR: R. Lacasse

DATE: January, 1997

**PREVIOUS
OUTLINE DATED:** None

APPROVED:
 DEAN **DATE**

TOTAL CREDIT HOURS: 18

PREREQUISITE(S): Computer Awareness

I. PHILOSOPHY/GOALS: This course will provide the student with a basic knowledge of Windows '95. Participants will have a good working knowledge of the features of Windows .95 and be able to use them to complete everyday functions using '95.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will:

- 1) Define what Windows means and understand its capabilities.
- 2) Develop a basic understanding of the components of a window and how it to use the various parts.
- 3) Master Program Manager, create shortcuts to programs, and tools.
- 4) Utilize window control panel to customise the desk-top and settings.
- 5) Master Explorer to Manage files, create and arrange directories, copy and delete files.
- 6) Investigate Windows accessories and their functions, -ie. Notepad, Write, System Tools, etc.
- 7) Explore the Internet and get hands-on exposure to the World Wide Web. Use Netscape software to browse great places all over the world.

III. TOPICS TO BE COVERED:

The course format will include lectures, interactive computer training and hands-on use of Windows '95 software

- 1) Windows Basics - types, components, mousing, help.
- 2) Menus - types and their functions. Start menu, Context menu and Control menu.
- 3) My Computer
- 4) Control Panel
- 5) Desktop, Customizing changes and saving

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6) Dialogue Boxes

7) Explorer, files, folders and Icons, Long file names. Selecting. Finding files and folders

8) Properties

9) Pull down menus

10) Recycle Bin

11) Shortcuts

12) Start Menu

13) Taskbar

14) Toolbar

15) Formatting, copying files and folders

16) Working with Dos.

17) Task Swapping

18) Accessories, Calculator, Paint, Notepad, Wordpad, Games, Multimedia, System Tools, Hyper Terminal, Phone Dialer.

19) Playing on the internet.

IV. LEARNING ACTIVITIES/REQUIRED RESOURCES

1) Windows Basics - types, components, mousing, help.

Learning Activities:

Instructor will talk about the mouse, why it is used, drag and drop, left & right clicking. Student will practice using the mouse, to become more familiar with what it will do.

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2) Menus - types and their functions. Start menu. Context menu and Control menu.

Learning Activities:

Instructor will talk about the different menus, similarities and differences. Students will learn the components and functions of each. Students will practice opening and using the menus talked about become more familiar with their different parts.

3) My Computer

Learning Activities:

Students will learn the components within My Computer. How to use each of them. And the purpose of these programs.

4) Control Panel

Learning Activities:

How the Control Panel works will be discussed. Each Panel icon will be opened and looked at by the instructor. The students will learn how the Control Panel controls all aspects of your computer. Each student will look at each Control Panel part and will learn their functions.

5) Desktop, Customizing, changes and saving

Learning Activities:

The desktop will be discussed, the parts, the look, and how desktop functions. Students will work on their desktop to make it look the way they want it. They will create folders, arrange icons, learn about undo delete, and change the display.

6) Dialogue Boxes

Learning Activities:

Parts of Dialogue boxes, and how they are used will be discussed.

7) Explorer

Learning Activities:

Students will learn to use Explorer, viewing, moving, adding, deleting, finding and selecting. During this lesson students will also learn about files, folders, and Icons. Display the tool bar in the exploring window. Students will work on their computers on these functions.

8) Properties

Learning Activities

Instructor will briefly discuss the properties box, its purpose, what else can be done from a particular Windows objects properties. Problems that can arise from these changes will covered also.

9) Pull Down Menus

Learning Activities:

Their location, why they are on each screen, and short cut keys.

10) Recycle Bin

Learning Activities:

Students will send files and folders to the Recycle Bin, Empty the Bin, and will retrieve those files again.

11) Shortcuts

Learning Activities:

Students will learn the advantages to using shortcuts, how to create them, and using them properly will be covered in this lesson.

12) Start Menu

Learning Activities:

Students will look at the start menu, add and remove programs and learn the everyday uses.

13) Task Bar

Learning Activities

The task bar will be discussed. Students will make changes, and learn how it functions.

14) Tool Bar

Learning Activities:

Every one will learn the components of the Tool Bar and how it is used in Windows.

15) Disk Utilities

Learning Activities:

Using My Computer students will go over copying files and folders from the different drives. They will also use disk utilities to format disks.

16) Working with DOS.

Learning Activities:

Students will go to the Dos prompt, learn to use DOS to run programs. Running the computer in DOS mode, and some trouble shooting of your computer in Dos.

17) Task Swapping

Learning Activities:

Students will learn to use several programs at the same time, transferring data from one program to the other. Going from one program to another without quitting.

18) Accessories.

Learning Activities:

Students will get a chance to use the different accessories including Calculator, paint, notepad etc. Also, system tools will be covered in detail.

19) Playing on the Internet (If Time Allows)

Learning Activities:

Students will surf the net using Netscape and will learn locations and where to go to get good stuff.

V: Evaluation Method:

This is a general interest course. Evaluation will be done with Multiple choice test. Students will not be obligated to be tested. Testing will be done for instructor evaluation.

Note: This course may be modified without notice.