

Course Competencies for CAOT 110 Windows 1

- A. Start Windows XP
 - Start and manage windows
 - Use the mouse
 - Manage windows
 - Use menus, toolbars, panes, scroll bars, and dialog boxes
 - Use Windows Help and Support
- B. Work with Windows Programs
 - Start a program
 - Open and save a WordPad document
 - Format and edit text in WordPad
 - Create a graphic in Paint
 - Copy data between programs
 - Print a document
 - Play a video or sound clip
 - Create a movie
- C. Manage Files and Folders
 - Understand file management concepts
 - View files and folders in My Computer
 - Create, rename, copy, and move files and folders
 - Delete and restore files and folders
 - Create a shortcut to a file or folder
- D. Customize File and Folder Management
 - Add a folder to the Favorites list
 - Change folder options
 - Change file and folder list views
 - Display disk and folder information
 - Compress files and folders
 - Use and customize a personal folder
 - Manage files and folders on a CD
- E. Customize Windows Using the Control Panel
 - Change and customize the desktop appearance
 - Set the date and time
 - Work with fonts
 - Add a scheduled task
 - Customize the taskbar
 - Customize the Start menu
- F. Maintain Your Computer (understand concept and consequences)
 - Format and copy a disk
 - Find and repair disk errors
 - Defragment a disk
 - Restore computer settings
 - Add and remove a program
 - Enter DOS commands