

### An Introduction to Windows, developed & delivered for Northamptonshire Healthcare NHS Foundation Trust

Paradise was approached by the Northamptonshire Healthcare NHS Foundation Trust, to write and deliver an Introduction to IT programme, they were in the process of a complete IT overhaul and many of their long serving members of staff, who had never used a computer before, would soon be asked to enter all their work onto the new system.

The one day course we developed introduced delegates to the most popular programs used in the Microsoft Windows environment.

#### Content:

##### **Generic Windows Elements**

- Desktop & icons
- Start menu
- Title bar
- Menu bar
- Toolbars
- Scroll bars
- Minimise, maximise, close
- Working with multiple windows
- Printing

##### **File Management**

- Creating files
- File Save versus save as
- Hard drive versus network drives
- Files versus Folders

##### **Cut Copy & Paste**

- Moving and copying files
- Moving and copying data
- Within documents
- Between documents

##### **Working with Word**

- Word screen jargon
- Creating a basic letter
- Keyboard skills
- Basic formatting
- Page setup
- Printing

##### **Working with Excel**

- Excel screen jargon
- Creating a basic spreadsheet
- Cursor shapes
- Basic formatting
- Introduction to formulae

##### **Working with Outlook**

- Outlook screen jargon
- Outlook folders
- Sending & receiving emails
- Reply, reply to all, forward
- Deleting emails
- Attachments

#### Delegate comments:

*“Very Informative, I would definitely recommend this to other staff!”*

*“Excellent day, the trainer was brilliant & made everybody relaxed”*

*“Very beneficial, I can’t wait to learn more!”*

*“Very useful and interesting , I learnt a lot, I hope to come back soon, to learn more”*

*“The course was excellent, it meet all my needs!”*

*“Brilliant ! this course has built up my confidence no end, Thank you very much.”*