

# Using the Computer

## One day course

Courses available using Windows 95, 98, 2000 and XP.

- One day course
- Bite-size sessions

## **Intermediate—Level 2**

- Be familiar with various different Windows programs
- use Windows Explorer interfaces
- Organise folders & files
- Customise the desktop & toolbars
- Know how to install hardware & software
- Apply security measures