



Manor Training

DELIVERING EXCELLENCE

New Users Introduction - 1 Day

Getting started with Windows

The Desktop & the Mouse

Minimising and Maximising Windows

The Start Menu and Taskbar

Working with Folders

Working with Files

Using the Mouse

Windows Accessories

Word Processing

Printing

Opening, Saving & Closing Documents

Entering Text

Using Undo

Bold, Underline & Italic

Spellcheck

OR

Basic introduction to Spreadsheets