



**WINDOWS 2000 Professional
Deaf Training
July 2006**

WINDOWS 2000 Professional

- I. Computer Parts
 - A. Mouse or Mousing around
 - 1. Right Click
 - 2. Left Click
 - 3. Wheel
 - B. Key Board
 - 1. QWERTY
 - 2. F-keys
 - 3. Number Pad
 - 4. Arrow Keys
 - 5. 10 Key Group
 - 6. Windows Key/Application key
 - C. Monitor
 - 1. On Off Switch
 - 2. Adjusting
 - D. Base Unit Sometimes Called the CPU
 - 1. Power Switch
 - 2. Drives
 - a. Floppy Drive
 - b. CD Drive
 - (1) CD-R
 - (2) CD-RW
 - (3) CD-DVD
 - 3. Inside the Base Unit
 - 4. MotherBoard
 - 5. Memory
 - 6. CPU
 - 7. Add On Cards
 - E. Computer Care
 - 1. Computers and Water don't mix
 - 2. Keeping things clean
 - F. Operating Systems
 - 1. DOS
 - 2. Windows
 - 3. Macintosh
 - 4. Linux
- II. WINDOWS 2000
 - A. The Boot
 - 1. Cold Boot
 - 2. Warm Boot
 - B. Start Up
 - 1. Log On

- 2. Passwords
- 3. Users Id's
- C. Desk Top
 - 1. Arrival
 - 2. Check it out
- D. Parts
 - 1. Start Button
 - 2. Icons
 - 3. Task Bar
 - 4. System Tray
- E. My Computer
- F. Control Panel
 - 1. What it is
 - 2. What it can do
- G. Files and Folders
 - 1. What are Files and where are they
 - a. Files
 - b. Naming Files
 - 2. Folders
 - a. How to make
 - b. Suggestions for use
- H. Windows 2000 Help

III. Programs

- A. WordPerfect Office
 - 1. WordPerfect
 - 2. Quattro Pro
 - 3. Paradox
- B. Microsoft Office
 - 1. MS Word
 - 2. Excel
 - 3. Access
- C. Adobe Acrobat
- D. Norton System Works
 - 1. Auto Protection
 - 2. Live Update
 - 3. Keeping the System Healthy

IV. Internet

- A. Surfing
 - 1. Dialing Up
 - 2. Connected
- B. Keeping you safe
 - 1. Firewall
 - 2. Downloading
- C. Browsers

1. Opera
 2. Netscape
 3. Internet Explorer
 - D. Instant Messaging
 1. ICQ
 2. Microsoft Instant Messenger
 3. AOL Instant Messenger
- V. Email
 - A. MailWasher
 1. Checking mail
 2. DeSpaming
 - B. Eudora
 1. Getting Mail
 2. Sending Mail
 - C. Viruses
- VI. Printing
- VII. Fonts
- VIII. Recycle Bin
 - A. Deleting Files
 - B. Emptying the trash
- IX. Shutting Down
 - A. Logging Off
 - B. Turning off the machine
- X. Glossary
- XI. Review