



The Office Wiz
Training, Consulting and Support Services

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**COURSE DESCRIPTION FOR
MICROSOFT® WINDOWS®: TRICKS EVERYONE
NEEDS TO KNOW***

Learn to tame unruly windows with the click of a mouse button, whip your files into shape and all sorts of other tricks every Windows user should know. These tricks work in many, many programs including those of Microsoft Office so it is well worth your time to master them. Even better, you'll learn valuable tips to keep your computer running smoothly and places to go for help.

LENGTH

One 1 hour session.

PREREQUISITES

Microsoft Windows: Level 1 or equivalent knowledge. You should also have a basic understanding of personal computers.

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Windows. Basically you need a computer running Windows with a mouse and a keyboard.

OTHER WINDOW CLASSES

- Microsoft® Windows® 7: Transition from Windows® XP
- Microsoft® Windows® 7: Level 1
- A Refresher
- Keystroke Mania

*Actual content may vary depending on the version of Microsoft Windows.

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