



The Office Wiz
Training, Consulting and Support Services

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**COURSE DESCRIPTION FOR
MICROSOFT® WINDOWS®: A REFRESHER***

Whether you need a refresher of the basics or just a crash course on Windows, this class will help. With hands-on activities, you'll master essential file and program management techniques as well as housekeeping and maintenance tips.

LENGTH

One 1 hour session.

PREREQUISITES

Microsoft Windows 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
- Tricks Everyone Needs To Know
- Keystroke Mania

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