

# Course Outline

## Windows Basics for Beginners



### Ch. 2 Windows Explorer

- 9 - Windows Explorer
- 10 - Windows Explorer Features
- 11 - Browser Window
- 12 - File Details in Viewing Window
- 13 - Sorting File Lists
- 14 - File Sizes
- 15 - File Extensions
- 16 - Creating Folders
- 17 - Selecting Files in a List
- 18 - Deleting Files and Folders
- 19 - Copying a File or Folder
- 20 - Finding Lost Files
- 21 - Windows Recycle Bin
- 22 - Windows Explorer Shortcut Keys
- 23 - Windows Explorer Quiz
- 24 - My Windows Explorer Notes

### Ch. 3 eMailing and Archiving

- 26 - eMail Tips
- 27 - eTransmit to Archive Files
- 28 - eTransmit Procedures
- 29 - eTransmit Exercise
- 30 - Winzip Procedures

### Ch. 4 Backing Up Reliably

- 32 - Simple Reliable Automatic Backups
- 33 - Xcopy Option Switches
- 34 - Batch File Example
- 35 - Windows Automatic Scheduler
- 36 - Windows Automatic Scheduler Tips
- 37 - Backup Exercise

### Ch. 5 Hardware and Ergonomics

- 40 - Ergonomics Tips
- 41 - Mouse Instructions
- 42 - Mouse Tips
- 43 - Logitech MX1000 Mouse Tips
- 44 - Logitech MX610 Mouse Tips
- 45 - Microsoft BlueTooth Mouse
- 46 - Monitor Resolution and Size
- 47 - Monitor Resolution Acronyms
- 48 - High Resolution Advantages
- 49 - Monitor Productivity
- 50 - Monitor Advice
- 51 - Printing Overview
- 52 - Hard Copy vs. Electronic Copies
- 53 - Printer Tips
- 54 - Checking the Print Queue
- 55 - Cancelling Print Jobs
- 56 - Storage Devices

### Ch. 6 Searches

- 58 - Click to Link!
- 59 - Click to Search!
- 60 - Internet Searches
- 61 - Windows Searches
- 62 - AutoCAD Searches
- 63 - AutoCAD Design Center Searches

### Ch. 7 EKHO Strip for Windows

- 65 - Windows Keyboard Shortcuts
- 66 - Customizing EKHO Strips
- 67 - Windows Shortcuts Quiz

**EKHO**  
**PDF**  
**BOOK**  
**SEARCHABLE!**

**LINKED!**

- EKHO Training Videos**  
Anytime, AnyPlace!
- EKHO Exercise Drawings**  
Very Refined Efficiency!
- EKHO Online Quizzes**  
Instant Feedback Now!
- EKHO PHOTO Link**

EKHO's comprehensive training video package ensures training efficiency and ease of finding linked topics in any video!!