

## SESSION PLAN

TC221

### Introduction to Windows

Module 1 – Starting Programs Within Windows

Module 2 – Windows Explorer, Folder and File Operations

Module 3 – Zipping Files, Arranging Windows, Maintenance, Shortcuts

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## Course Summary and Equipment Requirements

This is a Knowledge Session.

At the end of this course the participants will be able to Startup and Shutdown Windows. They will be able to manipulate folders and files within the Windows Explorer environment and perform basic system maintenance.

It is broken up into the following modules

Module 1	- Finding and Starting Programs
Duration	- 15 minutes
Module 2	- Windows Explorer – Folders and Files
Duration	- 60 minutes
Module 3	- Windows Explorer – Zipping Files
Duration	- 60 minutes
Module 4	- Arranging Program Windows and Computer Maintenance
Duration	- 30 minutes

The following equipment is required

- Item 1 – Laptop or Desktop Computer
- Item 2 – Data Projector

## CONTENTS

<b>1</b>	<b>Purpose Statement .....</b>	<b>3</b>
<b>2</b>	<b>Introduction .....</b>	<b>3</b>
2.1	Why the Participants have been Chosen.....	3
2.2	Where This Course Fits in .....	3
2.3	Objectives of the Course.....	3
2.4	How the Session Will Run.....	3
2.5	Motivation for the Attendees.....	3
2.6	Prior Experience.....	3
<b>3</b>	<b>Test.....</b>	<b>3</b>
<b>4</b>	<b>Summary .....</b>	<b>3</b>

## 1 Purpose Statement

At the end of the session the participants will be able to copy, move, rename, delete and recover folders and files within Windows Explorer.

They will also be able to archive files and perform basic Windows maintenance activities.

## 2 Introduction

### 2.1 Why the Participants have been Chosen

The participants of this course have been chosen because the vast majority of software used by the Water Corporation to configure their control system equipment runs in a Windows environment.

Knowledge of the basic capabilities of Windows and the means to find and manipulate files in the Windows environment is required to allow the participants to begin learning to operate software that is required for fault finding and maintenance activities.

### 2.2 Where This Course Fits in

This course provides participants with a basic knowledge required prior to the operation of all software used within the Windows environment.

Participants must be competent in the material covered by this course before proceeding to other training.

### 2.3 Objectives of the Course

The objectives of this course are that the participants learn to

- Find and run programs within the Windows environment.
- Copy, rename, move, delete and recover files and folders within Windows Explorer.
- Use Winzip to archive files and create a self-extracting archive file.
- Arrange running program windows in any orientation required and perform basic file system maintenance.

## 2.4 How the Session Will Run

This session is fully described in the training notes "TC221 - Introduction to Windows.ppt".

This training will run as four Knowledge sessions.

### Module 1

Explanation – Introduction to locating and starting Windows programs

Activity – Participants start their laptops and explore the options available from the "Start" button.

Revise

### Module 2

Explanation – Use of Windows Explorer to manipulate files and folders. Recovering deleted files and searching for files.

Activity – Participants create, rename and move files and folders. Files are deleted and then recovered. They conduct searches with various search criteria.

Revise

### Module 3

Explanation – Use of WinZip to archive programs. Creating a self extracting archive file.

Activity – Participants archive the files and folders created so far. They convert the archive file into a self extracting file and note the differences between them

Revise

### Module 4

Explanation – Arrangement of Windows, maintenance, shortcuts.

Activity – Participants arrange Windows panels by tiling and resizing. They cleanup and defrag their computers using Windows system programs.

Revise

## 2.5 Motivation for the Attendees

This session will enable the participants to easily and confidently manipulate folders and files within the Windows environment. They will also be able to display running programs to best suit their personal needs.

## 2.6 Prior Experience

Determine who has had prior experience.

Do they want to proceed directly to the test?

Would they be willing to demonstrate what they know as it is addressed in the course?

## 3 Test

The test for this session is:

1. Create folders and subfolders.
2. Create, copy and rename text files.
3. Search the laptop.
4. Archive the assessment files into a WinZip file and a self-extracting file.

Note: test must be

- Valid to the material covered
- Quick to set and take
- Reliable – clear answers
- Cover a good sample of the course
- Discriminate between attendees who now know the material and those who don't.

## 4 Summary

Help is available from the trainers at the Process Control Training Centre or from others who have done this course.

It is suggested that the participants first talk amongst themselves, then the nearest DC5/DC6, then the PCTC trainers and finally the Technical Consultant Process Control as they begin to apply the knowledge gained today.

Participants are welcome to book an appointment at the PCTC to refresh their skills and clarify or discuss any issues arising from field experiences. The PCTC is available at any time when it is not being used for a training session.