

## **MANAGING YOUR COMPUTER**

### **Objective**

To learn how to look after and maintain your computer.

### **Description**

This course shows users of Microsoft Vista and Windows 7 computers how to customize your computer in a way that suits you. Learn how to set the desktop and screensaver, adjust the start menu and taskbar, and set up shortcuts. Become familiar with the Control Panel.

### **Prerequisites**

Basic computer skills are required including the ability to set up a Folder, create a new document and save it in the Folder.