

XoomTutor
Windows 95 Tutorial
Lesson and Topic Outline

Welcome to XoomTutor's Windows 95 Tutorial! This tutorial consists of ten lessons, which will guide you through the exciting world of Windows 95.

Lesson 1: Welcome to Windows 95

- * Windows 95 - A quick description
- * What you can do in Windows 95
- * The Windows 95 Desktop
- * Working with the Start Button
- * Manipulating a window:
 - * Opening a window
 - * Moving a window
 - * Resizing a window
 - * Closing a window
- * Leaving Windows 95

Lesson 2: Working with Programs and Windows

- * Running a program using the "Programs" item
- * Common program features
- * Running a program using the "Run" item
- * Switching among programs
- * Organizing program windows
- * Minimizing windows
- * Closing windows
 - * Running DOS from Windows 95

Lesson 3: Working with Documents

- * Documents - a quick description
- * Creating a new document
- * Saving a document
- * Opening an existing document
 - * From a program
 - * From the "Documents" menu
- * Basic editing techniques
 - * Selecting text
 - * Copying text

Lesson 4: Managing Folders and Files

- * Folders and Files review
- * Working with the Explorer
- * Moving and copying files
- * Deleting files
- * Creating a new folder
- * Moving a group of files
- * Working with the My Computer window

Lesson 5: Locating Folders and Files

- * Document "types"
- * Locating items using the Find feature
- * Working with a document from the Find window
- * Viewing contents of a document using Quick View
- * Opening a document without an associated program

Lesson 6: Customizing Your Desktop

- * Changing your Desktop background
- * Changing window colors
- * Different ways of displaying the Taskbar
- * Adding icons to your Desktop
- * Adding a program to the Start Menu

Lesson 7: Printing Documents

- * Installing a printer
- * Printing a document from WordPad
- * Printing a document from the Explorer
- * Printing a document from your Desktop

Lesson 8: Maintaining Your Computer

- * Understanding hard disks and floppy disks
- * Adding software programs to your system
- * Maintaining your hard disk:
 - * Checking disk space
 - * Scanning and defragmenting your hard disk
 - * Emptying your Recycle Bin
- * Formatting a floppy disk

Lesson 9: Using Windows 95 Help

- * Accessing Help
- * Selecting a topic from the Contents sheet
- * Working with the Help window
- * Using the Help Index
- * Getting help for an application
- * Getting help for a dialog box

Lesson 10: Troubleshooting

- * A typical Windows 95 error message
- * Handling memory problems
- * Checking your computer's available memory
- * Handling a "frozen" program
- * Using keystrokes to shut down Windows
- * Windows 95 troubleshooting aids