

Windows[®] 2000

Complete Course

Robert Goldhamer



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Windows® 2000: Complete Course

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PREFACE

Windows® 2000: Complete Course covers the basic features of Windows 2000. This tutorial and its ancillaries will help you become a knowledgeable, empowered end user. After you complete this tutorial, you will be able to explain the concepts of this operating system.

STRUCTURE AND FORMAT OF THE WINDOWS 2000 TUTORIAL

Windows® 2000: Complete Course covers a range of functions and techniques and provides hands-on opportunities for you to practice and apply your skills. Each lesson in *Windows® 2000: Complete Course* includes the following:

- **Contents and Objectives.** The Contents and Objectives provide an overview of the Windows 2000 features you will learn in the lesson.
- **Windows in the Workplace.** This element appears in the margin at the beginning of each lesson. Windows in the Workplace presents a real-world overview on how you can apply the lesson material to various tasks in the workplace.
- **Explanations of important concepts.** Each section of each lesson begins with a brief explanation of the concept or software feature covered in that lesson. The explanations help you understand “the big picture” as you learn each new Windows 2000 feature.
- **New terms.** An important part of learning about computers is learning the terminology. Each new term in the tutorial appears in boldface and italic and is defined the first time it is used. As you encounter these words, read their definitions carefully. If you encounter the same word later and have forgotten the meaning, you can look up the word in the Glossary.
- **Hands On activities.** Because most of us learn best by doing, each explanation is followed by a hands-on activity that includes step-by-step instructions, which you complete at the computer. Integrated in the steps are notes and warnings to help you learn more about Windows 2000.
- **Windows Basics.** This element appears in the margin next to Hands On activities. Windows Basics lists the general steps required to perform a particular task. Use the Windows Basics as a reference to quickly and easily review the steps to perform a task.
- **Hints & Tips.** This element appears in the margin and provides tips for success and alternate ways to perform a given task.
- **Illustrations.** Many figures point out features on the screen and illustrate what your screen should look like after you complete important steps.

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- **Tables.** Tables provide supplementary explanatory material along with graphic elements.
- **Did You Know?** Read each Did You Know?, another element that appears in the margin, to learn additional facts related to the content of the lesson.
- **Accessibility.** The Accessibility notes appear in the margin and identify areas where Windows 2000 can be customized to meet special vision, hearing, and mobility needs.
- **On the Web.** At the end of each lesson, an On the Web section provides a brief explanatory discussion and an optional, hands-on activity that relates the lesson material to the Internet.
- **Summary.** At the end of each lesson, a Summary reviews the major topics covered in the lesson. You can use the Summary as a study guide.
- **New Terms to Remember.** All the new terms introduced in the lesson are identified. Verify that you can define each term.
- **Review exercises.** At the end of each lesson are three types of objective questions: a Matching Exercise, a Completion Exercise, and Short-Answer Questions. When you complete these exercises, you can verify that you have learned all the concepts and skills that have been covered in the lesson.
- **Application Projects.** The Application Projects provide additional hands-on practice to apply your problem-solving skills and your skills using Windows 2000.
- **Two appendixes, a glossary, and an index.** Appendix A: Command Summary, Appendix B: Accessibility Features of Windows 2000, Glossary, and an Index appear at the back of the tutorial. Use Appendix A: Command Summary as a reference for specific commands and shortcuts. Toolbar buttons are included where appropriate. Appendix B contains information on accessibility features in Windows 2000 and instructions on connecting to the Internet. Use the Glossary to look up terms that you don't understand and the Index to find specific information.
- **Student Data Disk.** Attached to the inside back cover of this tutorial you will find a 3.5" disk called the Student Data Disk. This disk contains Windows 2000 files for you to use as you complete the hands-on activities and the end-of-lesson activities. If you run out of storage space as you use your Student Data Disk to complete the activities in this tutorial, save additional files to a blank formatted disk.

Note: **Before** you use the Student Data Disk, make a backup copy immediately.

After you complete this tutorial, you will have the skills necessary to create, process, and present information in a variety of ways using Windows 2000, thus helping you to become a highly productive employee in today's workforce. As you begin to work in your chosen profession, you may use this tutorial now and later as a reference book.

REVIEWERS

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