

# Operating Systems Checklist

## Prerequisites

Know how to:

- Define an operating system
- Boot a computer
- Shut down a computer
- Run a program

## Lesson One: Basics

Know terms commonly used such as:

- desktop
- icons
- file name
- task bar
- start menu
- quick launch bar
- system tray

Know how to:

- Navigate the start menu
- Differentiate between log-off and shutdown
- Define and use tool tips
- Use the help menu
- Use right-click

## Lesson Two: Graphical User Interface

Know how to:

- define graphical user interface
- define WIMP
- multitask, resize and move windows
- identify windows icons
- use menus and keyboard shortcuts
- use the print screen function
- define and identify a dialog box

## Lesson Three: File Management

Know how to:

- Access and navigate Windows Explorer
- Identify drive letters
- Move files
- Create folders
- Rename and delete files and folders

## **Lesson Four: Troubleshooting**

Know how to:

- Distinguish between an operating system and an application crash
- Use the task manager
- Reboot after a crash
- Use the general troubleshooting technique

## **Lesson Five: Help Menu and Tutorials**

Know how to:

- Locate the Help Menu
- Navigate the Help Menu