



Moraine Park Technical College

## 103-189 Microsoft Windows

To schedule an exam: contact Greg Mittelsteadt at 920-924-3215 or [cpl@morainepark.edu](mailto:cpl@morainepark.edu)

80% on each section is required to pass the exam

- a 25 question multiple choice section
- a task-based project
- 5 matching questions

Must be finished in one session

### Course Outcome Summary

#### Course Information

**Description** Provides basic overview of Windows. Focuses on concepts and terminology. Students develop skills in using a mouse, working with icons, navigating Windows and networks, file/folder manipulation, and print controls. May be taken alone, as part of the Office Software Suite Certificate or a first step in preparation for Microsoft Certification. Students should have basic knowledge of a computer system. Support services and/or tutoring are recommended for very entry-level students.

**Total Credits** 1.00

## **Course Competencies**

### **Use Windows Operating System to work with programs and files on computer.**

#### **Learning Objectives**

Start Windows.  
Locate Windows Help.  
Utilize Help to find answers to common Windows questions.  
Navigate Windows.  
Work with common software applications.  
Explore Microsoft Word.  
Explore Microsoft Excel.  
Explore Microsoft PowerPoint.  
Explore Microsoft Access.

### **Use file management to store files effectively.**

#### **Learning Objectives**

Create a new folder in specified location.  
Create subfolders within another folder.  
Create and name a document.  
Save a file to a specified folder.  
Rename a folder and/or file.  
Copy, move, and delete files and folders.

### **Work online and in a networked environment.**

#### **Learning Objectives**

Navigate an online environment.  
Locate various browsers.  
Manipulate security and safety settings.  
Locate folders.  
Find files in folders.

### **Manage the Desktop and Media.**

#### **Learning Objectives**

Personalize Windows 8 and Windows 7 desktops  
Add media files to the Windows Media Center  
Play streaming video  
Organize pictures and images  
View pictures

### **Manipulate Windows to maintain and navigate system.**

#### **Learning Objectives**

Start Windows.  
Work with Windows, folders and files.  
Navigate to specified areas of network.  
Use Windows Help.  
Maintain Windows