

REVIEW OF LEVEL 1

- Creating Shortcuts

EXPLORER VS MY COMPUTER

- Understanding The Directory Tree
- File Attributes
- File Associations
- Copying From One Folder To Another
- Deleting Files /Folders

INSTALL SOFTWARE

- CD Rom
- Download from Internet

START MENU

- Adding An Item To Desktop
- Adding An Item To The Quick Launch Bar
- Removing An Item
- Changing The Name Of An Item
- Clear The Contents Of The Documents Menu
- Show Small Icons

STARTUP FOLDER

- What Is It Used For
- Where Is It Located
- How To Add To It

CHANGING THE TIME

- Time Zone

DISK CLEANUP

WALLPAPER

- Create Your Own