

## Section Skills and Their Importance

In the following section you will learn to:

- **Get started with Windows NT**

To use Windows NT, you must understand the different tools available and their uses. In this section you will become familiar with Windows NT and its basic components.

- **Use the mouse in Windows NT**

By far, the easiest and most efficient way to use Windows NT is by employing the mouse. In this section you will learn how to use the mouse to select and use Windows NT features.

- **End a Windows NT session**

When you finish working in Windows NT, you end your Windows NT session. To prevent losing your work, you must shut down Windows NT properly when you finish with your work session. In addition, if you plan to be away from your computer for a little while, you can lock the computer to prevent others from using the computer or seeing what you have on the screen. You can also ensure security by changing your password.