

Course Outline

Windows XP Advanced

Duration: 1 day (6 hours)

Learning Objectives:

Target Audience:

Students who want grounding in advanced topics of Windows XP.

Topics Covered:

- Customizing the user interface
 - Customizing the Start menu
 - Customizing the taskbar
 - Customizing folders
- Files and folders
 - File and folder attributes
 - Advanced folder options
 - File associations
- Print management
 - Adding a printer
 - Managing print jobs
- Managing multiple users
 - Windows XP user accounts
 - Fast user switching
 - User security
- System utilities
 - Using System Restore
 - Disk maintenance
 - Using Backup
- Sharing LAN resources
 - Sharing files, folders, and drives
 - Mapping network drives
 - Sharing printers

