

Course Outline

Windows XP Beginner

Duration: 1 day (6hours)

Learning Objectives:

Target Audience:

To be familiar with and adequately use the Windows 2002 working environment.

Topics Covered:

- Getting Started with MS Windows XP
 - Computer Hardware and Software and Windows XP
 - Working Environment
 - Use and Care of Computer Equipment
 - Start the Computer and Windows
 - User Log On
 - Windows Desktop
 - Use a Mouse
 - Use a Keyboard
 - Use Icons
 - Basic Windows Features
 - The Title Bar
 - Maximize Windows
 - Restore Windows
 - Minimize Windows
 - The Program Control Icon
 - Close Windows
 - Cascade and Title Windows
 - Reposition or Resize Windows
 - Scroll Around a Window
- Menus, Commands and Dialogue Boxes
 - Use Menus
 - Select Commands
 - Use SpeedKeys
 - Grayed Out Commands
 - Shortcut Menus
 - Use Dialogue Boxes
 - Dialogue Box Controls



- Wizards
- Use Toolbars
- The Start Menu and Taskbar
 - The Start Menu
 - Start a Program
 - Open a Document
 - Get Help Using Windows XP
 - Turn Off the Computer
 - Log Off from Windows
 - Use the Taskbar
 - Move and Resize the Taskbar
 - Customize the Taskbar and Start Menu
- Working with Folders
 - About Files, Folders and Disks
 - Navigate Folders in Windows
 - Path Names
 - Use My Computer to Browse Files
 - Browse Network Folders
 - Create a Folder
 - Rename a Folder
 - Delete a Folder
 - Move and Copy a Folder
 - Select Multiple Folders
 - Change the Folder View
 - Customize Folder Options
- Working with Files
 - Files Names
 - File Extensions and Types
 - File Size and Disk Space
 - Search for Files
 - Rename Files
 - Delete a File
 - The Recycle Bin
 - Move and Copy Files
 - Select Multiple Files
 - Undo
 - Format a Floppy Disk
 - Use a Floppy Disk
 - Create and Use Shortcuts
 - Compress a File
 - The History Bar
- Windows XP Applications
 - Application Windows



- Start an Application and Open Files
- Notepad
- Save a File
- WordPad
- Paint
- Calculator
- Transfer Data Between Applications
- Exit Applications
- Use a CD-ROM or DVD-ROM Drive
- Customizing the Desktop
 - The Control Panel
 - Get System Information
 - Windows XP and the Year 2000
 - Set Regional Options
 - Modify Mouse Properties
 - Modify Keyboard Properties
 - Modify Display Properties
 - Configure Active Desktop
 - Control the Volume and Modify Sound Effects
 - Set the Date/Time
 - Configure the Recycle Bin
 - Add Shortcuts to the Start Menu
- Printing
 - The Printer Folder
 - Switch on a Printer
 - Load a Paper into a Printer
 - Print Documents
 - Manage the Print Queue
 - Set Printing Preferences
- Computer and Network Security
 - Power Cuts
 - Backing Store
 - Security
 - Computer Viruses
 - Software Copyright and Licensing
 - Shareware and Freeware
 - Data Protection and Privacy