



Windows XP - Basic

This one day instructor-led course presents the basic concepts of the Windows XP operating system. You will be introduced to the features of Windows XP and the steps required to use the features correctly. This course will include such topics as vocabulary, manipulating windows, various ways to start programs, customizing the desktop, customizing the taskbar, basic file management, restoring files and a brief overview of Internet Explorer.

Course Length:

1 day

Prerequisites:

General knowledge of Windows

What's in Windows XP - Module I?

This one day instructor-led course presents the basic concepts of Windows XP. Students will be introduced to Windows XP features and the steps required to use the features correctly. Guided, step-by-step labs provide an opportunity for practicing your new skills.

Application Projects, Skills Reviews and Lesson Reviews provide skill reinforcement and a chance for students to practically apply their knowledge to real world situations. This Instructor Guide includes a CD containing the exercise files and a simulated Web site used in class.

Why do I need Windows XP - Module I?

- Provides students with an overview of Windows XP features.
- Increases student's marketability in the workplace.
- Provides hands-on experience using Windows XP.

Getting Started with Windows XP

Understanding the Role of an Operating System

Logging On and Viewing the Windows XP Desktop

Identifying Windows Objects

Using the Start Menu

Opening and Closing Windows and Using Window Buttons

Working with the Taskbar

Using the Quick Launch Bar

Logging Off and Shutting Down Windows XP

Working with the Desktop and Windows

Using Desktop Icons

Working with Windows

Working with Menus

Working with Dialog Boxes



Using Navigation Features

Navigating with My Computer and Windows Explorer
Navigating with the Toolbar and the Address Bar
Navigating with the Control Panel

Working with Folders and Files

Exploring the Role of Folders
Identifying Naming Conventions
Creating Folders
Copying and Moving Folders and Files
Renaming Folders and Files
Deleting and Restoring Folders and Files
Using Search Companion
EMailing Folders and Files

Using the Help and Support Center

Exploring the Help Viewer
Finding Help Content
Using the Help Favorites Feature
Exploring Other Support Options

Working with Shortcuts and Compressed Folders

Creating Desktop and Folder Shortcuts
Adding Shortcuts to the Quick Launch Bar
Copying, Moving and Deleting Shortcuts
Adding and Removing Start Menu Items
Creating and Using Compressed Folders

Customizing Windows XP

Customizing the Start Menu
Customizing the Keyboard and Mouse
Customizing the Desktop Display

Using Windows XP Accessories

Using Calculator
Using WordPad
Using Paint

Using Internet Explorer

Starting Internet Explorer
Using URLs to View Web Pages
Navigating Web Pages
Using the Favorites List
Setting up Pages for Offline Viewing



Using Web Integration Features

Browsing the Web from Various Locations
Adding Toolbars to the Desktop and Taskbar
Making your Computer Look and Behave Like the Web

Displaying Web Content on the Desktop