



## Windows XP – Advanced

This one day instructor-led course presents the advanced 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 cover such topics as using e-mail, changing file attributes, defragging, configuring the recycle bin, using run command, setting up new accounts, sharing files and folders, disk cleanup, scheduling task and using restore points.

### **Course Length:**

1 day

### **Prerequisites:**

General knowledge of Windows

### **What's in Windows XP - Module II?**

This one day instructor-led course presents the advanced concepts of Windows XP. Students will be introduced to using Outlook Express including creating, sending and receiving messages. You will learn file management features, how to maintain Windows XP, and how to address performance and maintenance problems. You will also learn to use automation and remote features.

Application Projects, Skills Reviews and Lesson Reviews provide skill reinforcement and a chance for students to practically apply their knowledge to real world situations.

### **Why do I need Windows XP - Module II?**

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

### **Lesson 1: Using Outlook Express**

Creating E-Mail Messages  
Sending and Receiving Messages  
Replying to and Forwarding Messages  
Adding Attachments to Messages  
Organizing Messages  
Avoiding Viruses

### **Lesson 2: Using File Management and Type Features**

Changing File Attributes  
Changing Recycle Bin Properties  
Working with Registered File Types



### **Lesson 3: Using Advanced Management Features**

- Starting Programs Automatically
- Using the Run Command
- Using the Send To Menu
- Using the Command Prompt Window
- Using the Windows Task Manager

### **Lesson 4: Sharing a PC with Others**

- Exploring User Accounts
- Creating User Accounts
- Using Passwords
- Switching Users
- Deleting User Accounts

### **Lesson 5: Sharing Files and Folders**

- Sharing Files and Folders on a Standalone Computer
- Sharing Files and Folders on a Network

### **Lesson 6: Maintaining Windows XP**

- Backing Up and Restoring Data
- Using the Desktop Cleanup Wizard
- Using Disk Cleanup
- Using Disk Defragmenter

### **Lesson 7: Addressing Performance and Maintenance Problems**

- Displaying System Information
- Using Troubleshooters
- Checking a Disk for Errors

### **Lesson 8: Using Automation Features**

- Scheduling Tasks
- Using the Synchronization Manager
- Using Windows Update

### **Lesson 9: Using Remote Features**

- Working Offline
- Using Remote Desktop
- Using Remote Assistance

### **Lesson 10: Restoring the System**

- Using the System Restore Feature
- Examining Other Recovery Tools

