

MICROSOFT WINDOWS XP PROFESSIONAL

Prerequisites: None

Course Objectives

The target student for this course is a user who has worked with basic computer concepts. Lessons are arranged in order of increasing proficiency; skills acquired in one lesson are used and developed in subsequent lessons. Topics include relevant and supporting information needed to master Windows. Activities allow you to apply this information and obtain hands-on experience.

- Use fundamental personal computing terminology
 - Use fundamental Windows XP skills
 - Use Windows Explorer to manage files and folders
 - Use common Windows XP program techniques by working with several programs at the same time
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Outline

Lesson 1: Getting Started with Personal Computers

- Uses of Personal Computers
- Types of Personal Computers
- Common Computer Components
- How Personal Computers Work
- Start the PC

Lesson 2: Using a Personal Computer

- Log On to a PC
- Explore the Desktop with the Mouse
- Manipulate Open Windows
- Use Help and Support
- Adjust the Mouse

Lesson 3: Managing Folders and Files

- Folder and File Organization
- Access the Windows Explorer
- Use the Search Companion
- Work with Folders
- Work with Files
- Create Shortcuts

Lesson 4: Using Programs at the Same Time

- Create a Document in WordPad
- Use the Address Book
- Format Text
- Use the Calculator
- Customize a Logo in Paint
- Turn Off the Computer