
Windows XP - Introductory

Objectives

This course teaches how to use the Windows XP operating system to manage files, manage programs and use the Wordpad, Paint and Windows Explorer programs.

Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse.

Duration

One day.

Course Outcomes

1. Identify and open objects on the Windows desktop.
2. Use the Windows XP Help and Support Centre.
3. Navigate the folder hierarchy and search for files by using My Computer and Windows Explorer.
4. Manage files and folders and work with the Recycle Bin.
5. Create simple word processing documents and drawings by using the WordPad and Paint accessories.
6. Customize the desktop by creating desktop shortcuts and using the Control Panel.
7. Browse the Internet by using Internet Explorer; and turn off Windows XP.

Course Content

Getting started with Windows XP

- Introducing the Windows XP desktop
- Using the taskbar and Start menu
- Working with window components

Getting help

- The Help and Support Center
- The Favorites and History lists

Working with My Computer and Windows Explorer

- Working with My Computer
- Working with Windows Explorer

Working with files

- Creating files and folders
- Managing files and folders
- Working with floppy disks
- Working with the Recycle Bin

Working with WordPad and Paint

- Using WordPad
- Using Paint

Customizing your workstation

- Creating and deleting shortcuts
- Using the Control Panel

Using Internet Explorer

- Internet Explorer basics
- Web content
- Shutting down Windows XP