



Windows XP Professional - Introduction

Prerequisites Must have an understanding of basic PC concepts. Knowledge of the keyboard is required.

Duration This is a 1 day course

Topics

Getting Started

- Logging On to Windows
- Understanding the Windows XP Desktop
- Using the Mouse
- Using Menus and Toolbars
- Using Dialog Boxes
- Using Shortcut Menus
- Ensuring Security

Working with Windows

- Understanding the Components of a Window
- Opening and Closing a Window
- Maximizing, Minimizing, and Restoring a Window
- Moving and Resizing a Window
- Using Scroll Bars

Using the Taskbar and Start Menu

- Understanding the Taskbar
- Working with the Start Menu
- Switching and Restoring Windows using the Taskbar
- Managing Windows using the Taskbar
- Using Help
- Customizing the Taskbar
- Ending a Windows XP Session

Viewing Files and Folders

- Using Windows Explorer
- Changing the Windows Explorer View
- Finding Files or Folders
- Using My Computer
- Using My Network Places

Working with Files and Folders

- Understanding File Names
- Working with Folders
- Selecting Objects
- Copying and Moving Objects
- Using the Recycle Bin

Working with Programs

- Working with Accessories
- Using the Calculator
- Using WordPad
- Working with Paint
- Copying or Moving Data between Applications

Customizing your Workspace

- Understanding Personal Settings
- Working with Shortcuts
- Customizing the Quick Launch Bar
- Organizing the Start Menu
- Understanding the Control Panel
- Customizing Mouse Properties
- Customizing Display Properties
- Working with Folder Options
- Adding an Item to the Active Desktop

Optional - Using Internet Explorer

- Getting Started with Internet Explorer
- Understanding the Display Screen
- Working with the Toolbar
- Using the Address Bar
- Using Back and Forward
- Creating, Using, and Organizing Favorites
- Printing a Web Page
- Saving a Web Page
- Capturing Web Images and Downloading Files