

Microsoft Windows XP

Course Objectives

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Windows XP. It is designed for computer users who are new to spreadsheets, or who only plan to use Windows occasionally. Upon successful completion of this courseware, you will be able to:

- start and run Microsoft Windows XP
- identify desktop components and the components of a typical Windows program
- use the Start button, Start menu and Documents menu to run programs or open documents
- move and size windows
- use Windows Help & Support Center
- use the Internet
- multi-task
- use Task Manager
- manage and organize files or folders, customize or change folder options
- perform disk maintenance tasks
- search for files or folders
- work with the Recycle Bin
- work with My Network Places
- Customize the desktop display
- create and customize Shortcuts, the Start menu, the taskbar and toolbars
- change the date & time
- customize the mouse
- add and remove programs
- view and install fonts
- change your password
- print documents and manage print jobs
- use the programs included with Windows XP
- end the Windows session by logging off or shutting down the computer

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware:

- | | |
|---|--|
| <input type="checkbox"/> turn on a computer and monitor | <input type="checkbox"/> identify the individual components of a computer system, e.g., monitor, CPU, keyboard, mouse, printer, etc. |
| <input type="checkbox"/> insert a floppy disk into the disk drive | <input type="checkbox"/> be familiar with terms such as CPU, RAM, floppy disk, CD-ROM drive, hard disk |
| <input type="checkbox"/> insert a CD into the CD drive | <input type="checkbox"/> be familiar with the terms hardware, software, operating system, application program |
| <input type="checkbox"/> use the mouse | |
| <input type="checkbox"/> keyboarding or typing skills | |

System Requirements

According to the Microsoft Windows XP Users Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium 133 MHz or higher processor; Pentium III recommended
 - a hard disk drive with at least 350 Mb of free space, and a CD-ROM drive
 - a minimum of 64 Mb RAM (128 or higher is recommended)
 - a monitor compatible with Windows XP
 - a SVGA graphics display adapter card
 - a mouse or other pointing device compatible with Windows
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Courseware Outline

SLATE TRAINING CENTRE

Getting Started

What is Windows XP Professional?

- Looking at Some of the New Features

What is a Network?

- Benefits of Networking
- Understanding Different Types of Networks

Logging On

Looking at the Desktop

- Navigating Within Windows

Using the Start Button

- Using the Mouse
- Using the Keyboard

Looking at a Typical Window

Moving a Window

Sizing a Window

Using Scroll Bars

Exiting Windows

- Exiting from a Networked Environment
- Exiting from a Non-Networked Environment

Working with Programs

Using Windows Help and Support

- Looking at the Screen
- Using Favorites
- Using the Index
- Getting Help in a Dialog Box
- Checking the History

Running Programs

- Using the Run Command

Working with a Typical Program

- Working with Menus
- Working with Dialog Boxes
- Creating, Opening and Saving Files

Using the Internet

Using the My Recent Documents Menu

- Clearing the My Recent Documents Folder
- Concealing the My Recent Documents Folder

Multitasking

- Switching Between Programs
- Organizing the Windows

Using the Windows Task Manager

Exploring My Computer

Changing Folder Options

Looking at My Computer

Changing the View

Looking at My Pictures

Looking at My Music

Exploring the Search Companion

Managing Disks, Folders or Files

Using Windows Explorer

Creating and Customizing Folders

- Creating Folders
- Customizing Folders

Organizing & Managing Files & Folders

- Selecting Files & Folders
- Copying and Moving Files or Folders
- Renaming Files & Folders
- Viewing File & Folder Properties
- Deleting Files & Folders

Using the Recycle Bin

- Restoring a File
- Emptying the Recycle Bin

Looking at Network Connections

- Viewing the Entire Network

Managing Disks

- Formatting Floppy Disks
- Checking for Errors
- Defragmenting the Disk
- Cleaning Up the Disk
- Setting up a System Restore Point
- Restoring the System

Personalizing Windows XP

Customizing the Desktop Display

Creating & Customizing Shortcuts

- Creating Shortcuts
- Customizing Shortcuts

Customizing the Start Menu

- Reorganizing Items

Customizing the Taskbar

Customizing Toolbars

- Customizing a Standard Toolbar

Changing the Date & Time

Customizing the Mouse

Adding or Removing Programs

- Installing a New Program
- Uninstalling a Program

Viewing/Installing Fonts

- Viewing Fonts
- Installing Fonts

Setting Up User Accounts

- Using Passwords
- Switching Accounts

Working with Windows Programs

Working with WordPad

Printing Files

- Printing Documents
- Managing Print Jobs

Using Outlook Express

- Sending Messages
- Working with Received Messages

Working with Faxes

Using the Character Map

Using the Calculator

Working with Paint

Appendices

Appendix A: Looking at Viruses

- What is a Virus?
- Checking for Viruses
- Now That You Have a Clean System
- Absolute Protection

Appendix B: Productivity Tools

- The Standard Toolbar
- The Help Toolbar
- Microsoft Internet Explorer - Standard Buttons Toolbar
- Microsoft Internet Explorer - The Address Bar
- The WordPad Toolbar
- The WordPad Format Toolbar
- The Inbox Toolbar
- The New Message Toolbar
- The New Message Formatting Toolbar
- Paint Tools
- The Color Box

Appendix C: Glossary of Terms

Appendix D: Answers to Review Questions

Appendix E: Index