

Microsoft Windows XP: Module I

What's in Windows XP: Module I?

This course presents the basic concepts of Windows XP. Students will be introduced to Windows XP features and the steps required to use the features correctly. Guided, step-by-step labs provide an opportunity for practicing your new skills.

Getting Started with Windows XP

Understanding the Role of and Operating System
Logging On and Viewing the Windows on XP Desktop
Identifying Windows Objects
Using the Start Menu
Opening and Closing Windows and using Window Buttons
Working with the Taskbar
Using the Quick Launch Bar
Logging Off and Shutting Down Windows XP

Working with the Desktop and Windows

Using Desktop Icons
Working with Windows
Working with Menus
Working with Dialog Boxes

Using Navigation Features

Navigating with My Computer and Windows Explorer
Navigating with the Toolbar and the Address Bar
Navigating with the Control Panel

Working with Folders and Files

Exploring the Role of folders
Identifying Naming Conventions
Creating Folders
Copying and Moving Folders and Files
Renaming Folders and Files
Deleting and Restoring Folders and Files
Using Search Companion
Emailing Folders and Files

Using the Help and Support Center

Exploring the Help Viewer
Finding Help Content
Using the Help Favorites Feature
Exploring other Support Options

Working with Shortcuts and Compressed Folders

Creating Desktop and Folder Shortcuts
Adding Shortcuts to the Quick Launch Bar
Copying, Moving and Deleting Shortcuts
Adding and Removing Start Menu Items
Creating and using Compressed Folders

Customizing Windows XP

Customizing the Start Menu
Customizing the keyboard and Mouse
Customizing the Desktop Display

Using Windows XP Accessories

Using Calculator
Using WordPad
Using Paint

Using Internet Explorer

Starting Internet Explorer
Using URLs to View Web Pages
Navigating Web Pages
Using the Favorites List
Setting up Pages for Offline Viewing

Using Web Integration Features

Browsing the Web from Various Locations
Adding Toolbars to the Desktop and Taskbar
Making your Computer Look and Behave like the Web
Displaying Web Content on the Desktop