



Microsoft Windows XP Course Outline

Windows XP Basics

To begin, we will look at the elements of Windows XP and learn how to interact with it, how to perform basic customizations (such as changing the date and time), and how to log off and shut down.

Working With Windows

Participants will learn about the layout of an application window; how to manage files and folders; and how to use the Recycle Bin, My Computer, and Windows Explorer.

Using Applications And Getting Help

This section will explore Windows help features and how to add and remove programs.

Advanced Tools

Participants will learn how to customize the taskbar and Quick Launch bar, how to set up an Internet connection, about Windows Firewall settings, and how to use Windows Accessories.

The Control Pane

This section will explore each category of the Control Panel in depth.

Maintaining, Optimizing, And Troubleshooting

Participants will learn how to defragment their hard disk, repair hard disk errors, add and remove programs and Windows components, use the Task Manager, use the Device Manager, add new hardware, update Windows, use MSCONFIG, back up their computer, and use System Restore.