

Windows XP Professional Level 1

1-day course

Course Code: O1X1

Who should attend? This course is intended for new Windows XP users.

Prerequisites Basic microcomputer concepts, as well as keyboard & mouse operations.

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- o Recognize the interface features of the Windows XP environment and know their basic operations.
- o Use the tools necessary to manage disk operations in Windows XP, including the new search features, and folder views.
- o Use networking features available in Windows XP.
- o Manage print queues, including how to cancel and resume print jobs.
- o Customize the Desktop environment.

Course Content

The Basics
Getting Started; Start Menu; The Windows XP Desktop;
Window Components; Managing Multiple Windows; Getting Help

Disk Management
Concepts; Viewing Drive Information; Viewing Options;
Searching for Files; Selecting Objects; Folder Management; File
Management; Removable Storage; The Recycle Bin

Connectivity
Creating a Network Place; Creating a Share; Connecting to a
Share; Network Drives; Integrated Internet Browsing

Printing
Overview; Managing Print Jobs; Adding a Local Printer; Network
Printing

Customizing the Desktop
Shortcuts; Customizing the Start Menu; Using the Control
Panel; Customizing the Taskbar; Using Taskbar Toolbars
