

# MS Windows XP Intro/Intermediate



Duration: **1 Day** Course Code: **I-C026**

*This course is designed to introduce the fundamentals of using Windows XP and the web to new computer users.*

## Learning Outcomes

By the end of this course students will be able to startup and shutdown Windows correctly, start applications, understand file management, customise the Windows environment, print files, work with the Web and use Windows XP features

## Prerequisites

This course is designed for students with little or no knowledge of Windows XP. Basic computer awareness, keyboard and mouse skills are an advantage.

## Computer Awareness

- Introducing your personal computer
- The Hardware
- Information Storage
- The Software

## Features of Windows XP

- What is Windows XP?
- Starting Windows XP?
- Using Desktop Icons
- The Taskbar
- The Quick Launch Bar
- The Start Menu
- Setting up your computer
- Searching for a file
- Getting Help
- Shutting down Windows XP

## Using Windows

- Working with Multiple Windows
- Standard XP Features
- Dialogue Boxes

## Managing your Files

- Organising your Files
- Managing files with My Computer
- Using My Computer
- Moving and Copying Files
- The History folder
- The Recycle Bin

## Customising Windows XP

- Customising your Environment
- The Desktop
- Creating Shortcuts
- Web Style Desktop
- Customising Windows
- The Taskbar
- Personalised Menus
- The Start Menu
- Toolbars
- Customising the Send To menu

## Personalising your computer using Control Panel

- The Control Panel
- Conserving Power on your computer
- Printing and Printers

## Setting the computer for people with Disabilities

- Enhanced accessibility features
- The Accessibility Wizard
- The On-Screen Keyboard

## General Housekeeping

- Transferring files using My Briefcase
- Cleaning the Hard Disk
- Rearranging your Hard Drive
- Backing up your computer

## Working with the Web

- Exploring the Internet
- Synchronising files

## Appendix

- My Network Places
- Working with Offline Files
- Encrypting files for safety
- Using Outlook Express
- Newsgroups
- Working with Contacts

