

IT Training

Training Course Specification

Course: **Windows XP, End User. Introduction**

Duration: **One-Day**

COURSE OBJECTIVES: To get delegates to a point where they are comfortable navigating around Windows and using the mouse. The Windows file management system is covered along with other standard Windows applications.

WHO SHOULD ATTEND: Anyone who will be using this version of the Windows operating system on a PC.

EXPERIENCE NEEDED: No experience of Windows is required. In fact, no PC experience is necessary for this course. Experience in a previous version would be an advantage. Basic ability to use of the mouse and keyboard is required

COURSE CONTENTS:

Module 1: Windows Basics

Identifying Opening Screens
The Windows XP Theme Vs Windows Classic
Switching between Windows XP and Windows Classic.
Navigating in Windows
Using the Mouse
The Start Menu
Right-Clicking the Mouse
Activating Shortcut Menus
Double-Clicking the Mouse
Opening Windows
Closing Windows
Shutting Down and Restarting Windows XP

Module 2: Using Windows XP

Identifying Parts of a Window
Identifying Icons
Moving a Window
Maximizing, Restoring, and Minimizing a Window
Resizing Windows
Multiple Windows
Using Menus and Dialog Boxes
Using Menu Commands
Identifying Dialog Box Elements
Using Command Buttons, Option Buttons, and Check Boxes and List Boxes
Using Help and Support

Module 3: Working with Programs

Using WordPad

Starting Windows XP Programs

Creating a WordPad Document

Using Toolbars

Saving a New Document

Working with Text

Printing a Document

Closing and Exiting

Using Paint

Opening a Document

Using the Paint Tool Box

Using the Color Box

Switching between Programs

Sharing Information between Programs

Module 4: Managing Files

Using My Computer

Viewing My Computer Information

Changing Window View Options

Using the Toolbar

Arranging Icons and Lists

Creating a New Folder

Formatting Floppy Disks

Copying and Moving Files Using My Computer

Using the Windows Explorer

Viewing Drives and Folder Contents

Creating and Deleting Folders

Renaming Files and Folders

Copying and Moving Files Using Explorer

Finding a File

Recycling

Deleting Files

The Recycle Bin

Module 5: Customizing Windows XP

Customizing Windows XP

Changing Windows XP Settings

Selecting a Background

Using Screen Savers

Changing Appearances

Controlling the Mouse

Working with Shortcuts

Working with the Start Menu

Adding a Program to the Start Menu
