



Course Outline

Microsoft® Windows XP

Level 1

Lesson 1: Getting Started

- What is Windows XP Professional?
- Logging On
- Looking at the Desktop
- Using the Start Button
- Looking at a Typical Window
- Moving a Window
- Sizing a Window
- Using Scroll Bars
- Exiting Windows

Lesson 2: Working with Programs

- Using Windows Help and Support
- Running Programs
- Working with a Typical Program
- Using the Internet
- Using the My Recent Documents Menu
- Multitasking
- Using the Windows Task Manager

Lesson 3: Exploring My Computer

- Changing Folder Options
- Looking at My Computer
- Changing the View
- Looking at My Pictures
- Looking at My Music

Lesson 4: Managing Disks, Folders or Files

- Using Windows Explorer
- Creating and Customizing Folders
- Organizing & Managing Files & Folders
- Using the Recycle Bin
- Managing Disks

Lesson 5: Personalizing Windows XP

- Customizing the Desktop Display
- Creating & Customizing Shortcuts
- Customizing the Start Menu
- Customizing the Taskbar
- Customizing Toolbars
- Changing the Date & Time
- Customizing the Mouse
- Adding or Removing Programs
- Viewing/Installing Fonts
- Setting Up User Accounts

Lesson 6: Working with Windows Programs

- Working with WordPad
- Printing Files
- Using the Character Map
- Using the Calculator
- Working with Paint