

## Windows XP SP2: Advanced

1 day

### Description

This ILT series course builds on the concepts and skills covered in Windows XP SP2: Basic. In this advanced course, students will learn how to customize the Windows XP user interface, perform advanced file and folder tasks, manage printers and print jobs, and administer user accounts. They'll also learn how to use system utilities, maintain system security, and share LAN resources.

### Prerequisites

- *Windows XP SP2: Basic*

### Course Outline

#### ***Unit 1: Customizing the user interface***

Topic A: Customizing the Start menu

Topic B: Customizing the taskbar

Topic C: Customizing folders

#### ***Unit 2: Files and folders***

Topic A: File and folder attributes

Topic B: Advanced folder options

Topic C: File associations

#### ***Unit 3: Print management***

Topic A: Adding a printer

Topic B: Managing print jobs

#### ***Unit 4: Managing multiple users***

Topic A: Windows XP user accounts

Topic B: Fast user switching

Topic C: User security

#### ***Unit 5: System utilities***

Topic A: Using System Restore

Topic B: Disk maintenance

Topic C: Using Backup

Topic D: Windows security

#### ***Unit 6: Sharing LAN resources***

Topic A: Sharing files, folders, and drives

Topic B: Mapping network drives

Topic C: Sharing printers