

Windows XP SP2: Basic

1 day

Description

This ILT series course teaches students the fundamentals of using Windows XP, Service Pack 2, to maintain their computer, access Help, and use the Internet Explorer Web browser. This course introduces students to the Windows desktop and the Help and Support Center. Students will learn how to navigate the folder hierarchy and search for files by using My Computer and Windows Explorer, and manage files and folders by using the Recycle Bin. Course activities also cover creating simple word processing documents and drawings, customizing the desktop, and browsing the Internet.

Prerequisites

- *None*

Course Outline

Unit 1: Getting started

Topic A: The Windows XP desktop
Topic B: The taskbar and Start menu
Topic C: Working with window components

Unit 2: The Help system

Topic A: The Help and Support Center
Topic B: The Favorites and History lists

Unit 3: Working with My Computer

Topic A: Browsing My Computer
Topic B: Working with the folder hierarchy

Unit 4: Working with files

Topic A: Creating files and folders
Topic B: Managing files and folders
Topic C: Working with floppy disks
Topic D: Working with the Recycle Bin

Unit 5: WordPad and Paint

Topic A: WordPad
Topic B: Paint

Unit 6: Customizing your workstation

Topic A: Creating and deleting shortcuts
Topic B: The Control Panel

Unit 7: Internet Explorer

Topic A: Internet Explorer basics
Topic B: Web content
Topic C: Shutting down Windows XP