Introduction to Personal Computers: Using Windows XP

Course length: 0.5 day

Course Description

By using a personal computer, you can accomplish many tasks that might be more difficult and time-consuming to accomplish on your own. Some of those tasks might include writing a letter, analyzing numeric information, or maintaining an updated list of client information; however, before you use a personal computer, you need to understand what it is and how it works. In this course, that's what you will do. Once you're comfortable with that, you will begin using your personal computer.

Course Objective: You will learn the basic skills necessary to operate a personal computer.

Target Student: This course is designed for a user who has never used a personal computer and needs to use a personal computer on the job.

Prerequisites: This course was designed for the student who is completely new to personal computers and needs to learn the basics about Windows XP. If you are using the Windows XP operating system and are new to computers, you should take this course before attempting any other courses.

There are no prerequisite courses for this course.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Objectives

Upon successful completion of this course, students will be able to:

- prepare to use a personal computer.
- start a personal computer.
- use application software.
- begin using a network.

Course Content

Lesson 1: Getting Started with Personal Computers
        Topic 1A: Identify Uses of Personal Computers
        Topic 1B: Identify Types of Personal Computers
        Topic 1C: Identify the Common Components of a Personal Computer
        Topic 1D: Identify How Personal Computers Work

Lesson 2: Using a Personal Computer
        Topic 2A: Set Up Your Computer
        Topic 2B: Start Your Computer
        Topic 2C: Log in to Your Computer
        Topic 2D: Display My Computer

Lesson 3: Using Application Software
        Topic 3A: Navigate in a Word Processing Document
        Topic 3B: Update a Spreadsheet
        Topic 3C: Run a Presentation
        Topic 3D: Find Information in a Database

Lesson 4: Connecting to a Network
        Topic 4A: Identify Types of Networks
        Topic 4B: Access the Internet