

# Windows XP Professional: Level 1

Course length: 1 day

## Course Description

This course provides a broad foundation for students so that they will have a greater awareness and confidence using personal computers. Students will gain practical information and skills, such as what a computer is, how to manage personal files and folders that they create, and how to use many of the programs that come with Windows XP.

**Prerequisites:** To ensure your success, we recommend you first take the following course or have equivalent knowledge:

- *There are no prerequisites for this course.*

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

## Objectives

- Use fundamental personal computing terminology.
- Use fundamental Windows XP skills.
- Use Windows Explorer to manage files and folders.
- Use common Windows XP program techniques by working with several programs at the same time.

# Course Content

## **Lesson 1: Getting Started with Personal Computers**

- Topic 1A: Uses of Personal Computers
- Topic 1B: Types of Personal Computers
- Topic 1C: Common Computer Components
- Topic 1D: How Personal Computers Work
- Topic 1E: Start the PC

## **Lesson 2: Using a Personal Computer**

- Topic 2A: Log On to a PC
- Topic 2B: Explore the Desktop with the Mouse
- Topic 2C: Manipulate Open Windows
- Topic 2D: Use Help And Support
- Topic 2E: Adjust the Mouse

## **Lesson 3: Managing Folders and Files**

- Topic 3A: Folder and File Organization
- Topic 3B: Access the Windows Explorer
- Topic 3C: Use the Search Companion
- Topic 3D: Work with Folders
- Topic 3E: Work with Files
- Topic 3F: Create Shortcuts
- Topic 3G: Use the Recycle Bin

## **Lesson 4: Using Programs at the Same Time**

- Topic 4A: Create a Document in WordPad
- Topic 4B: Use the Address Book
- Topic 4C: Format Text
- Topic 4D: Use the Calculator
- Topic 4E: Customize a Logo in Paint
- Topic 4F: Turn Off the Computer