

# Windows XP Professional: Level 2

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 share files and resources with co-workers over a network. They will explore how Windows XP takes advantage of the Internet. Lastly, students will learn how to customize and maintain their computers to create the most efficient workspace possible. In general, this course may enable students to participate in conversations, make appropriate requests, and troubleshoot problems related to personal computers.

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

- *Windows XP Professional: Level 1*

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

## Objectives

- Customize the Windows XP environment.
- Share files, folders, and resources over a network.
- Access the Internet using Windows XP programs.
- Use Windows XP tools to maintain the computer.

# Course Content

## **Lesson 1: Customizing Windows XP**

- Topic 1A: Apply a Theme
- Topic 1B: Customize the Desktop
- Topic 1C: Select a Screen Saver
- Topic 1D: Modify Appearance and Effects
- Topic 1E: Control the Start Menu
- Topic 1F: Customize the Taskbar

## **Lesson 2: Making Connections**

- Topic 2A: An Overview of Networks
- Topic 2B: Add a Printer
- Topic 2C: Manage Print Jobs
- Topic 2D: Share Files
- Topic 2E: Work Remotely

## **Lesson 3: Using Windows XP and the Internet**

- Topic 3A: An Overview of the Internet
- Topic 3B: Search the Internet
- Topic 3C: Keep Windows XP Up-to-date
- Topic 3D: Communicate with Windows Messenger
- Topic 3E: Use Remote Assistance

## **Lesson 4: Maintaining the Computer**

- Topic 4A: Diagnose System Problems
- Topic 4B: Clean Up the Hard Disk
- Topic 4C: Defragment the Hard Disk
- Topic 4D: Back Up and Restore Personal Files
- Topic 4E: Restore System Files