

Microsoft Windows XP

INTRODUCTORY/INTERMEDIATE

COURSE CONTENT

Computer Awareness

Introducing Your Personal Computer
The Hardware
Information Storage
The Software

Features of Windows XP

What is Windows XP?
Starting Windows XP
Starting Windows XP
Using Desktop Icons
The Taskbar and Quick Launch Bar
The Start Menu
Setting up your computer
Searching for a file
Getting Help
Shutting down Windows XP

Working With Windows

Working with multiple windows
Some standard Windows XP features
Dialogue Boxes

Managing Your Files

Organising your files
Managing files with My Computer
Using My Computer
Moving and Copying Files
The History folder
The Recycle Bin

Customising Windows XP

Customising your environment:-
The Desktop
Creating Shortcuts
Web Style Desktop
Customising windows
The Taskbar
Personalised menus
The Start Menu
Toolbars

Personalising Your Computer Using Control Panel

The Control Panel
Conserving power on your computer
Printing and printers

Setting The Computer For People With Disabilities

Enhanced accessibility features
The Accessibility Wizard
The On-Screen keyboard

General Housekeeping

Transferring files using My Briefcase
Cleaning the hard disk
Rearranging your hard drive
Backing up your computer

Working With The Web

Exploring the Internet
Synchronising files
Appendix
My Network Places
Working with offline files
Encrypting files for safety
Outlook Express
Newsgroups
Working with contacts

LEARNING OUTCOMES

By the end of this course students will be able to:

- Start and shutdown Windows
- Start an application.
- Manage file storage
- Navigate within the environment
- Print Files
- Customise the environment
- Work with the Web
- Set the computer for people with disabilities

DURATION

Suggested duration 7 hours.

ORDER CODE

SCMS-C026

For more information on our range of Blue Pond courseware, contact our Customer Service team:

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