

Windows XP Introduction

Prerequisites:

Introduction to Personal Computers Using Windows 98.

Course Content

Lesson 1: Creating a Document in Windows

- Launch a Program
- Create a Document
- Save a Document
- Preview and Print a Document
- Cut, Copy, and Paste Information

Lesson 2: Organizing Files

- Find Files
- Create Folders
- Move Files
- Create Shortcuts

Lesson 3: Working with Windows Messenger

- Create a Microsoft Passport Account
- Add Contacts
- Send and Receive Instant Messages
- Change Windows Messenger Options

Lesson 4: Creating an Efficient Work Environment

- Change Mouse Properties
- Change Volume Property
- Change the Display Properties
- Switch Users
- Work with Accessibility Programs

Lesson 5: Researching and Using Windows Media Player

- Use Help and Support
- Create Your Favorites
- Play a Video
- Apply a Skin

Lesson 6: Cleaning Up Your System

- Check System Capacity
- Analyze Your Hard Drive
- Delete Your Files and Folders
- Empty the Recycle Bin

Lesson 7: Finding Information on the Internet

- Browse the Internet
- Move to Specific Internet Sites
- Use Favorites to Return to Internet Sites
- Shut Down Windows