

# Microsoft Windows XP from 81West Training!!!

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## Course Objectives

In **2 Days** you can learn the basic commands, functions, and capabilities of Microsoft Windows XP.

## Courseware Outline

### Getting Started

- What is Windows XP Professional?
  - Looking at Some of the New Features
- What is a Network?
  - Benefits of Networking
  - Understanding Different Types of Networks
- Logging On
- Looking at the Desktop
  - Navigating Within Windows
- Using the Start Button
  - Using the Mouse
  - Using the Keyboard
- Looking at a Typical Window
- Moving a Window
- Sizing a Window
- Using Scroll Bars
- Exiting Windows
  - Exiting from a Networked Environment
  - Exiting from a Non-Networked Environment

### Working with Programs

- Using Windows Help and Support
  - Looking at the Screen
  - Using Favorites
  - Using the Index
  - Getting Help in a Dialog Box
  - Checking the History
- Running Programs
  - Using the Run Command
- Working with a Typical Program
  - Working with Menus
  - Working with Dialog Boxes
  - Creating, Opening and Saving Files
- Using the Internet
- Using the My Recent Documents Menu
  - Clearing the My Recent Documents Folder
  - Concealing the My Recent Documents Folder
- Multitasking
  - Switching Between Programs
  - Organizing the Windows

Using the Windows Task Manager

### Exploring My Computer

- Changing Folder Options
- Looking at My Computer
- Changing the View
- Looking at My Pictures
- Looking at My Music
- Exploring the Search Companion

### Managing Disks, Folders or Files

- Using Windows Explorer
- Creating and Customizing Folders
  - Creating Folders
  - Customizing Folders
- Organizing & Managing Files & Folders
  - Selecting Files & Folders
  - Copying and Moving Files or Folders
  - Renaming Files & Folders
  - Viewing File & Folder Properties
  - Deleting Files & Folders
- Using the Recycle Bin
  - Restoring a File
  - Emptying the Recycle Bin

Looking at Network Connections

- Viewing the Entire Network
- Managing Disks
  - Formatting Floppy Disks
  - Checking for Errors
  - Defragmenting the Disk
  - Cleaning Up the Disk
  - Setting up a System Restore Point
  - Restoring the System

### Personalizing Windows XP

- Customizing the Desktop Display
- Creating & Customizing Shortcuts
  - Creating Shortcuts
  - Customizing Shortcuts
- Customizing the Start Menu
  - Reorganizing Items
- Customizing the Taskbar
- Customizing Toolbars

- Customizing a Standard Toolbar

- Changing the Date & Time
- Customizing the Mouse
- Adding or Removing Programs
  - Installing a New Program
  - Uninstalling a Program
- Viewing/Installing Fonts
  - Viewing Fonts
  - Installing Fonts
- Setting Up User Accounts
  - Using Passwords
  - Switching Accounts

### Working with Windows Programs

- Working with WordPad
- Printing Files
  - Printing Documents
  - Managing Print Jobs
- Using Outlook Express
  - Sending Messages
  - Working with Received Messages
- Working with Faxes
- Using the Character Map
- Using the Calculator
- Working with Paint

### Appendices

- Appendix A: Looking at Viruses
  - What is a Virus?
  - Checking for Viruses
  - Now That You Have a Clean System
  - Absolute Protection
- Appendix B: Productivity Tools
  - The Standard Toolbar
  - The Help Toolbar
  - Microsoft Internet Explorer - Standard Buttons Toolbar
  - Microsoft Internet Explorer - The Address Bar
  - The WordPad Toolbar
  - The WordPad Format Toolbar
  - The Inbox Toolbar
  - The New Message Toolbar
  - The New Message Formatting Toolbar
  - Paint Tools
  - The Color Box