

Microsoft Windows XP from 81West Training!!!

81West Training Centre • 469 Bouchard – Suite 220 • Sudbury, Ontario • P3E 2K8 •
Phone: (705) 670-8551 • Toll Free 1-866-696-2566 • Fax: (705) 670-8733 • E-mail: info@81west.com

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