

Microsoft ®

Windows XP Course Outline

Beginning Level – 6 Hours

Getting to Know Windows XP

Understanding Windows XP
Starting Windows XP
Getting to Know the Windows XP
Environment

Working with Windows

Getting to Know Windows
Resizing Windows
Manipulating Windows
Understanding the Windows Menu
Understanding Windows within Windows

Working with the Start Menu

Getting to Know the Start Menu
Managing the Start Menu
Understanding Default Menus
Customizing the Start Menu
Ending your Computer Session
Customizing the Taskbar

Working with the Control Panel

Understanding the Control Panel
Modifying Appearance and Themes
Configuring Internet and Network Settings
Adding or Removing Programs
Changing Sounds
Modifying Date, Time, Time Zone,
Language, and Regional Options

Working with Files and Folders

Getting to Know Default Folders
Managing Files and Folders
Understanding the Task Panel
Using the Search Companion

Working with Printers and Other Hardware

Adding a Printer or Fax
Adding a Scanner or Camera
Modifying Mouse Settings
Managing Hardware

Working with Multimedia

Playing and Managing Music
Customizing Windows Media Player
Taking and Managing Digital Photos
Sharing Digital Photos

Getting Help and Support

Using the Help and Support Center
Using Windows Update