

Personal Computer Basics (Windows XP)

Duration: 1 Day

Course Overview:

This is the perfect starting point for the person who says they know nothing about personal computers. *PC Basics* introduces a new user to the features and uses of personal computer hardware and software. This is a hands-on course in which students actually touch the individual pieces of a PC and learn some of the basics of the Windows XP operating system. The course presents an overview of computers and their history, and discusses the various hardware components, operating systems, and application software types with which beginning computer users should become familiar. The course also presents the various factors one should consider when purchasing a computer system. Students will actually work with the Windows Operating System environment and learn some valuable techniques for working with a computer.

Students Learn:

- About the history of computers
- To identify the individual parts of a personal computer
- About other peripherals such as printers, scanners, etc.
- The difference between hardware and software
- What operating systems are and how they work
- About the various types of software and what they do
- About the basics of Windows operating systems
- How to shut down a system properly

Who Should Attend: Anyone who will be using a personal computer.

Prerequisites: None.

Course Outline:

Defining Computers

Defining Computers
The History of Computers

Identifying Hardware Components

Microprocessors
Memory
Monitors
Input Devices
Peripherals

Disk Drives and Floppy Disks

Hard Disks
Floppy Disk Drives and Floppy Disks
CD-ROM Drives
Other Drive Types
Caring for Disks

Exploring Software

Operating Systems
Software Applications

Getting Started with Windows XP

Understanding the Role of an Operating System
Logging on and Viewing the Desktop
Identifying Windows Objects
Using the Start Menu
Opening and Closing Windows and Using Windows Buttons

Getting Started with Windows XP (cont.)

Working with the Taskbar
Using the Quick Launch Bar
Logging Off and Shutting Down Windows

Working with the Desktop and Windows

Using Desktop Icons
Working with Windows
Working with Menus
Working with Dialog Boxes

Using Navigation Features

Navigating with My Computer and Windows Explorer
Navigating with the Toolbar and the Address Bar
Navigating with the Control Panel

Working with Folders and Files

Exploring the Role of Folders
Identifying Naming Conventions
Creating Folders
Copying and Moving Folders and Files
Renaming Folders and Files
Deleting and Restoring Folders and Files
Using Search Companion
Emailing Folders and Files