

# 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