

Windows XP Advanced

Duration: 1 Day

Course Overview:

This one day instructor-led course presents the advanced concepts of Windows XP. Students will be introduced to using Outlook Express, which includes creating, sending and receiving messages. You will learn file management features, how to maintain Windows XP, and how to address performance and maintenance problems. Application Projects, Skills Reviews and Lesson Reviews provide skill reinforcement and a chance for students to apply their knowledge to real world situations.

Students Learn To:

- Use Outlook Express by creating, sending and receiving messages
- Master the file management features
- Address performance and maintenance problems in Windows XP

Who Should Attend: Anyone who is interested in expanding their knowledge of Windows XP.

Prerequisites: A general knowledge of Windows XP.

Course Outline:

Using Outlook Express

Creating Email Messages
Sending and Receiving Messages
Replying to and Forwarding Messages
Adding Attachments to Messages
Organizing Messages
Avoiding Viruses

Using File Management and Type Features

Changing File Attributes
Changing the Recycle Bin Properties
Working with Registered File Types

Using Advanced Management Features

Starting Programs Automatically
Using the Run Command
Using the Send To Menu
Using the Command Prompt Window
Using the Windows Task Manager

Sharing a PC with Others

Exploring User Accounts
Creating User Accounts
Using Passwords
Switching Users
Deleting User Accounts

Sharing Files and Folders

Sharing Files and Folders on a Stand-alone computer
Sharing Files and Folders on a Network

Maintaining Windows XP

Backing Up and Restoring Data
Using the Desktop Cleanup Wizard
Using Disk Cleanup
Using Disk Defragmenter

Addressing Performance and Maintenance Problems

Displaying System Information
Using Troubleshooters
Checking a Disk for Errors

Using Automation Features

Scheduling Tasks
Using the Synchronization Manager
Using Window Update

Using Remote Features

Working Offline
Using Remote Desktop
Using Remote Assistance

Restoring the System

Using the System Restore Feature
Examining Other Recovery Tools