

# Windows XP Introduction

**Duration:** 1 Day

## Course Overview:

This course introduces students to the newest operating system, Microsoft Windows XP. Students will gain the skills needed to maneuver in the operating system's environment. This course will cover such topics as; creating documents, organize files, and finding information on the Internet. Windows XP makes it easy to personalize your computer. Students will learn to add color, patterns, and pictures to enhance their screen's appearance. The customizing features of Windows XP offer more than just visual tweaks. Students will learn to orchestrate any move, from opening and closing folders, to organizing the contents of their computer by using the Windows Explorer. Students will increase their work efficiency by using the knowledge they have gained in this one-day course.

## Students Learn To:

- Understand the role of an operating system
- Organize the contents of a hard drive by using Windows Explorer
- Navigate the Windows XP environment with My Computer and Window Explorer
- Customize the system using the Control Panel
- Explore Web integration features and work with Web content

**Who Should Attend:** Anyone interested in using Windows XP and who would like to learn the basics of the operating system.

**Prerequisites:** None.

## Course Outline:

### Getting Started with Windows XP

Understanding the Role of an Operating System  
Logging On and Viewing the Windows Desktop  
Identifying Windows Objects  
Using the Start Menu  
Opening and Closing Windows and Using Window Buttons  
Working with the Taskbar  
Using the Quick Launch Bar  
Logging Off and Shutting Down Windows XP

### Working With the Desktop and Windows

Using Desktop Icons  
Working with Windows, Menus and 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, Copying and Moving Folders and Files  
Renaming, Deleting and Restoring Folders and Files  
Using Search Companion  
E-mailing Folders and Files

### Using the Help and Support Center

Exploring the Help Viewer  
Finding Help Content

### Using the Help and Support Center (cont.)

Using the Help Favorites Feature  
Exploring Other Support Options

### Shortcuts and Compressed Folders

Creating Desktop and Folder Shortcuts  
Adding Shortcuts to the Quick Launch Bar  
Copying, Moving and Deleting Shortcuts  
Adding and Removing Start Menu Items  
Creating and Using Compressed Folders

### Customizing Windows XP

Customizing the Start Menu  
Customizing the Keyboard and Mouse  
Customizing the Desktop Display

### Using Windows Accessories

Using the Calculator, WordPad and Paint

### Using Internet Explorer

Starting Internet Explorer  
Using URLs to View Web Pages  
Navigating Web Pages  
Using the Favorites List  
Setting Up Pages for Offline Viewing

### Using Web Integration Features

Browsing the Web from Various Locations  
Adding Toolbars to the Desktop and Taskbar  
Making Your Computer Look and Behave Like the Web  
Displaying Web Content on the Desktop