



MICROSOFT WINDOWS XP – INTERMEDIATE

Course Duration: 1 Day

1. Working with the Control Panel

- Understanding the Control Panel
- Modifying Appearance and Themes
- Configuring Internet and Network Settings
- Adding or Removing Programs
- Changing Sounds
- Scheduling Performance and Maintenance
- Modifying Hardware Settings
- Modifying User Accounts
- Modifying Date, Time, Time Zone, Language, and Regional Options
- Applying Accessibility Options

2. Working with Printers and Other Hardware

- Adding a Printer or Fax
- Configuring a Printer
- Adding a Scanner or Camera
- Adding a Game Controller
- Adding a Modem
- Modifying Mouse Settings
- Modifying Keyboard Settings
- Managing Hardware

3. Working with Multimedia

- Playing and Managing Music
- Customizing Windows Media Player
- Taking and Managing Digital Photos
- Sharing Digital Photos
- Recording and Managing Digital Video
- Editing Movies
- Managing Movies
- Playing Games
- Playing Internet Zone Games

4. Networking

- Adding and Managing User Accounts
- Setting up a Network
- Connecting to a Network
- Connecting to the Internet
- Using Network Bridging
- Sharing Resources
- Working with a Remote Desktop
- Managing a Remote Desktop Connection

5. Optimizing and Securing your Computer

- Maintaining your System
- Securing your System
- Using System Tools