



MICROSOFT WINDOWS XP – INTRODUCTION

Course Duration: 1 Day

1. Getting to Know Windows XP

- Understanding Windows XP
- Starting Windows XP
- Getting to Know the Windows XP Environment

2. Working with the Start Menu

- Getting to Know the Start Menu
- Managing the Start Menu
- Understanding Default Menus
- Customizing the Start Menu
- Ending your Computer Session

3. Working with Files and Folders

- Getting to Know Default Folders
- Managing Files and Folders
- Understanding the Task Panel
- Using the Search Companion

4. Working with Windows

- Getting to Know Windows
- Resizing Windows
- Manipulating Windows
- Understanding the Windows Menu
- Understanding Windows within Windows

5. Customizing the Desktop and Taskbar

- Customizing the Desktop
- Customizing the Taskbar
- Viewing Taskbar Toolbars

6. Working with Web Applications

- Using Internet Explorer 6.0
- Using Outlook Express
- Using MSN Explorer
- Using Windows Messenger
- Publishing to the Web

7. Working with Windows XP Accessories

- Using Notepad
- Using Paint
- Using WordPad
- Using the Clock
- Using the Calculator
- Using the Address Book
- Opening the Command Prompt

8. Getting Help and Support

- Using the Help and Support Center
- Getting Online Support
- Using Accessibility Options
- Using Windows Update