

Windows XP SP2: Level 1, 2nd Edition + CBT

Publisher: CourseILT

Code: 1418890626

ISBN: 1418890626

Version: 1

Course Length: 1-day (6 hours)

Prerequisites: None

What's in Windows XP SP2: Level 1, 2nd Edition + CBT:

This ILT series course, rated 4.7/5.0 in overall quality by ProCert Labs, teaches students the fundamentals of using Windows XP, Service Pack 2, to maintain their computer, access Help, and use the Internet Explorer Web browser. This course introduces students to the Windows desktop and the Help and Support Center. Students will learn how to navigate the folder hierarchy and search for files by using My Computer and Windows Explorer, and manage files and folders by using the Recycle Bin. Course activities also cover creating simple word processing documents and drawings, customizing the desktop, and browsing the Internet.

Topic-Level Outline

Unit 1 : Getting started

*Topic A: * The Windows XP desktop*

- A-1: Logging on to your workstation
- A-2: Identifying desktop components
- A-3: Using the mouse

*Topic B: * The taskbar and Start menu*

- B-1: Using the Start button to open applications
- B-2: Switching between applications

*Topic C: * Working with window components*

- C-1: Moving a window
- C-2: Sizing a window
- C-3: Using the Control menu buttons
- C-4: Working with menus
- C-5: Working with toolbars
- C-6: Using scrollbars
- C-7: Working with the Save As dialog box

Unit 2 : The Help system

*Topic A: * The Help and Support Center*

- A-1: Picking a Help topic
- A-2: Using the Index
- A-3: Searching for Help topics

*Topic B: * The Favorites and History lists*

- B-1: Using the Favorites list
- B-2: Displaying the History list

Unit 3 : Working with My Computer

*Topic A: * Browsing My Computer*

- A-1: Using the View menu
- A-2: Browsing the local disk

*Topic B: * Working with the folder hierarchy*

- B-1: Navigating the folder hierarchy
- B-2: Searching for files and folders by name
- B-3: Searching for files that contain specific text

Unit 4 : Working with files

*Topic A: * Creating files and folders*

- A-1: Creating a folder
- A-2: Creating a text file

*Topic B: * Managing files and folders*

- B-1: Moving a file and a folder
- B-2: Copying a file or folder
- B-3: Copying multiple files
- B-4: Renaming a folder

*Topic C: * Working with floppy disks*

- C-1: Formatting a floppy disk
- C-2: Copying files to a floppy disk

*Topic D: * Working with the Recycle Bin*

- D-1: Deleting files and folders
- D-2: Examining the contents of the Recycle Bin
- D-3: Restoring deleted files
- D-4: Emptying the Recycle Bin

Unit 5 : WordPad and Paint

*Topic A: * WordPad*

- A-1: Creating a document
- A-2: Saving a document
- A-3: Formatting a document
- A-4: Opening a document
- A-5: Previewing and printing a document

*Topic B: * Paint*

- B-1: Creating a simple drawing

B-2: Copying a Paint drawing to the Clipboard

B-3: Pasting a Paint drawing into a WordPad document

B-4: Tiling and cascading windows

Unit 6 : Customizing your workstation

*Topic A: * Creating and deleting shortcuts*

- A-1: Creating a desktop shortcut
- A-2: Pinning a shortcut button to the Start menu
- A-3: Deleting a desktop shortcut
- A-4: Unpinning and removing a Start menu shortcut

*Topic B: * The Control Panel*

- B-1: Changing the system date and time
- B-2: Setting mouse properties
- B-3: Setting keyboard properties
- B-4: Setting display properties

Unit 7 : Internet Explorer

*Topic A: * Internet Explorer basics*

- A-1: Exploring the Internet Explorer interface
- A-2: Using hyperlinks and the Address bar
- A-3: Working with the Favorites list
- A-4: Working with the History list

*Topic B: * Web content*

- B-1: Adding Web content to the desktop
- B-2: Working with Web content
- B-3: Removing active Web content

*Topic C: * Shutting down Windows XP*

- C-1: Closing programs by using Task Manager
- C-2: Logging off the computer
- C-3: Shutting down the computer