

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

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Course Length: 1-day (6 hours)

Prerequisites: Windows XP SP2: Level 1 or equivalent experience

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

This ILT series course, rated 4.7/5.0 in overall quality by ProCert Labs, builds on the concepts and skills covered in Windows XP SP2: Level 1. In this advanced course, students will learn how to customize the Windows XP user interface, perform advanced file and folder tasks, manage printers and print jobs, and administer user accounts.

Objectives

- Customize the Start menu, the taskbar, and folder views.
- View and change file attributes and file associations, and use advanced folder options.
- Add a printer and manage print jobs with the print queue.
- Manage user accounts, use fast user switching, and employ basic user-level security.
- Use System Restore, Disk Cleanup, Disk Defragmenter, Backup, and the Security Center.
- Share folders and printers on a LAN and use shared resources.

Topic-Level Outline

Unit 1 : Customizing the user interface

*Topic A: * Customizing the Start menu*

A-1: Adding and removing Start menu items

A-2: Changing Start menu properties

*Topic B: * Customizing the taskbar*

B-1: Moving and resizing the taskbar

B-2: Using the Quick Launch toolbar

B-3: Adding an Address bar to the taskbar

B-4: Changing taskbar properties

*Topic C: * Customizing folders*

C-1: Choosing file details

C-2: Exploring folder views

C-3: Changing folder icons

C-4: Exploring the File and Folder Tasks list

Unit 2 : Files and folders

*Topic A: * File and folder attributes*

A-1: Changing file attributes

*Topic B: * Advanced folder options*

B-1: Changing general folder options

B-2: Changing advanced folder settings

*Topic C: * File associations*

C-1: Changing file associations

Unit 3 : Print management

*Topic A: * Adding a printer*

A-1: Using the Add Printer Wizard

A-2: Setting the default printer

*Topic B: * Managing print jobs*

B-1: Pausing the printer and printing documents

B-2: Managing the print queue

B-3: Exploring printer options

Unit 4 : Managing multiple users

*Topic A: * Windows XP user accounts*

A-1: Creating a new user

A-2: Editing and deleting a user account

*Topic B: * Fast user switching*

B-1: Switching users

*Topic C: * User security*

C-1: Exploring limited user privileges

C-2: Using login passwords

C-3: Changing and deleting a password

Unit 5 : System utilities

*Topic A: * Using System Restore*

A-1: Creating a restore point

A-2: Restoring a previous setting

*Topic B: * Disk maintenance*

B-1: Using Disk Cleanup

B-2: Using Disk Defragmenter

*Topic C: * Using Backup*

C-1: Backing up files

C-2: Adding and deleting scheduled backups

C-3: Restoring files

*Topic D: * Windows security*

D-1: Exploring the Windows Security Center

Unit 6 : Sharing LAN resources

*Topic A: * Sharing files, folders, and drives*

A-1: Sharing files in Shared Documents

A-2: Sharing a folder

A-3: Browsing to a shared folder

A-4: Adding a network place

*Topic B: * Mapping network drives*

B-1: Mapping a network drive

*Topic C: * Sharing printers*

C-1: Sharing a printer

C-2: Using a shared printer