

Windows XP: New Features

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Version: 1

Course Length: 1-day (6-hours)

Prerequisites: None.

What's in Windows XP: New Features:

This trainer-friendly learning guide provides the perfect solution for a one-day training course. Designed for quick scanning in the classroom, and filled with interactive exercises, these open, modular guides virtually guarantee success for your students.

Topic-Level Outline

Unit 1 : Working with the Windows XP interface

*Topic A: * The Windows XP desktop*

- A-1: Starting Windows XP
- A-2: Examining the new Start menu
- A-3: Pinning shortcuts to the Start menu
- A-4: Unpinning and removing Start menu shortcuts
- A-5: Displaying the Desktop toolbar on the taskbar
- A-6: Changing the taskbar and Start menu properties
- A-7: Examining stacking taskbar buttons
- A-8: Managing the taskbar group

*Topic B: * The Help and Support Center*

- B-1: Picking a help topic
- B-2: Using the Index
- B-3: Searching for help topics
- B-4: Using the Favorites list
- B-5: Displaying the History list

Unit 2 : Managing files and the computer

*Topic A: * Working with My Computer*

- A-1: Navigating in My Computer
- A-2: Examining the new views
- A-3: Using the Files and Folder tasks to move a file
- A-4: Using Picture Tasks to set the desktop background
- A-5: Working with built-in zipped files

*Topic B: * Using the Control Panel*

- B-1: Changing the desktop theme and the background
- B-2: Customizing the desktop
- B-3: Using the Cleanup Wizard
- B-4: Switching between users
- B-5: Creating a password for your user account

*Topic C: * Examining the Search Companion*

- C-1: Searching for computer files
- C-2: Searching the Internet
- C-3: Using the refinement suggestions

Unit 3 : Using the multimedia features

*Topic A: * Working with multimedia*

- A-1: Using Media Player 8.0
- A-2: Changing the skin
- A-3: Importing pictures and sound files into Movie Maker
- A-4: Creating a Windows movie project
- A-5: Saving the movie
- A-6: Editing a Windows movie

*Topic B: * Sharing multimedia with others*

- B-1: Sending pictures as e-mail attachments
- B-2: Moving pictures to a shared folder
- B-3: Examining the Web Publishing Wizard

Unit 4 : Configuring user and system settings

*Topic A: * Using Remote Assistance*

- A-1: Examining the Remote system settings
- A-2: Sending a Remote Assistance invitation
- A-3: Using Remote Assistance to take control
- A-4: Examining the Internet Connection Firewall

*Topic B: * Using the new system tools*

- B-1: Examining Automatic Updates of Windows XP
- B-2: Examining driver signing
- B-3: Configuring Remote Desktop
- B-4: Using the Files and Settings Transfer Wizard
- B-5: Creating a restore point

B-6: Using System Restore

*Topic C: * Shutting down the computer*

- C-1: Logging off the computer
- C-2: Turning off the computer