

# Course overview:

## Windows XP User Introduction

(C841eng)



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### Overview and objectives

This course will help students gain competence using the basic functions of a personal computer and the Windows XP operating system. This course will teach you how to use the Windows Desktop, how to organise and manage folders and files, how to use application windows, how to manage printers and how to use the applications supplied with Windows

### Who should attend?

This course will benefit new users of a personal computer.

### Course prerequisites

No previous experience of using a computer is required though some ability with using a mouse and keyboard will be advantageous.

#### Windows XP - Getting Started

- Understand the terms hardware, software, GUI, and operating system • Work safely with computer equipment • Switch on the computer and start Windows • Identify elements of the Desktop (icons, Taskbar, Start menu) • Use a mouse and keyboard • Turn off and restart the computer • Log off from Windows

#### Windows XP - Working with Windows

- Open and close windows • Identify window elements (title bar, menu bar, command icons, border, resize handle, scroll bars, status bar) • Minimise, maximise, and restore windows • Cascade and tile windows • Move and resize windows

#### Windows XP - Menus, Commands, and Dialogue Boxes

- Select commands from a menu using both the mouse and keyboard • Understand the different symbols on a menu • Cancel a menu • Use SpeedKeys to activate commands • Use different controls in a dialogue box • Use a Wizard to complete a command • Use a toolbar

#### Windows XP - The Start Menu and Taskbar

- Understand the functions of the items on the Start menu • Start an application • Use the Taskbar to switch between applications • Change the display of the Taskbar and Start menu

#### Windows XP - Getting Assistance

- Look up a help topic • Search help for a particular topic • Access online help • Use context-sensitive help options

#### Windows XP - Exploring Drives and Folders

- Understand the hierarchy of disks and folders • Recognise drive, folder, file, and object icons • Browse folders on a computer and on a network

#### Windows XP - File and Folder Management

- Understand basic principles of effective file management • Create a folder or subfolder • Rename a folder or file • Delete a folder and its contents and delete a file • Use the Recycle Bin to restore deleted data • Move and copy data • Use drag-and-drop to work with data • Select multiple icons • Undo a file operation

#### Windows XP - Using Applications Software

- Create, open, and save files • Create a simple text file with Notepad • Use WordPad to create a document • Create a drawing with Paint • Use the Windows Calculator • Transfer data between programs • Insert a Print Screen graphic • Exit an application • End an application that is Not Responding

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### Windows XP - Creating and Editing Files

- Understand file naming rules and appreciate an effective file naming scheme • Understand how to display and hide file extensions • Describe the software used to edit common file types • Create a new file from Windows • Choose an application to use to open a file

### Windows XP - Customising Folder Views and Options

- Change the appearance of items in a folder • View and change folder and file properties • Customise folder browsing options • Customise the toolbar

### Windows XP - Searching for Files

- Search for a file or folder by name, date, type, and size • Search for a file name using wildcards • Use the History bar to open recently-used files

### Windows XP - Working with Disk Drives

- Understand file size and disk capacity • Format a floppy disk or zip disk • Move and copy files to and from a floppy disk or zip disk • Use a CD-ROM or DVD-ROM drive

### Windows XP - Compressing Files and Folders

- Compress a file or folder • Extract compressed files or folders

### Windows XP - Working with Shortcuts

- Create and use file shortcuts • Add and remove program shortcuts from the Start menu

### Windows XP - Printing

- Use the Printers folder to choose a printer • Switch on a printer and load a paper tray • Change print settings • Print documents • Pause and resume printing • Use drag-and-drop to print a document • Install a printer

### Windows XP - Customising System Settings

- Display the Control Panel window • Find out system information • Change the computer date and time • Change the amount of disk space that is taken up by the Recycle Bin

### Windows XP - Customising the Desktop

- Apply a new desktop theme • Save desktop display settings as a custom theme • Apply a screen saver • Change the background of the Desktop and the appearance of windows • Change monitor display settings (resolution and colour depth) • Use Active Desktop to display content from the internet • Use the volume control and configure Windows sounds

### Windows XP - Customising Input Options

- Understand year 2000 issues • Set Regional and Language Options • Change the mouse clicking speed and the appearance of the mouse pointer • Change keyboard settings

### Windows XP - Adding and Removing Programs

- Uninstall a software application • Configure Windows component settings • Add a new program

### ICT Fundamentals - Anti-Virus Measures

- Understand what a computer virus is and how a computer system can be infected • Know how to get information about virus threats and about hoax alerts • Detect and remove virus infections using anti-virus software • Understand the importance of updating anti-virus software

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