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Getting Started with Computers Using Windows XP and Office XP Course Outline

Section 1 - Hardware

- Turn on the Computer
- Monitor
- Keyboard
- Mouse
- The System Unit
- Disk Drives
- Modems
- Printers
- Disk Storage Systems

Section 2 - Software

- Operating Systems
- Units of Measure
- File Management (DOS)
- Applications Software

Section 3 - Windows XP Fundamentals

- Starting Windows
- The Desktop
- Desktop Icons
- Taskbar
- Start Menu
- Launch Applications
- File Management
 - Copy a file
 - Rename a file
 - Delete a file
 - Empty Recycle Bin
- Help
- Shut Down Windows

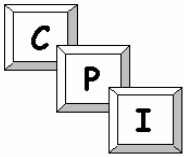
Section 4 - Word

Processing with Word

- Starting Microsoft Word
- Word Screen Elements
- Pull-Down Menus
- Create a Document
- Save a Document
- Close a File
- Open a File
- Save with a New Name
- Preview the Document
- Print the Document
- Exit Word

Section 5 - Spreadsheet Basics with Excel

- Starting Microsoft Excel
- Screen Elements
- Spreadsheet Navigation
- Entering Data
- Editing Data
- Save a File
- The Toolbar
- Preview a Spreadsheet
- Print a Spreadsheet
- Close a File
- Open a File
- Switch Among Workbooks
- Exit Excel



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**Section 6 – Presentation
Basics with PowerPoint**

- Start PowerPoint
- Create a New
Presentation
- Open a Presentation
- Switch Between
Presentations
- Save the File
- PowerPoint Screen
Elements
- Change Slide Views
- Close a Presentation
- Exit PowerPoint