



Training Solutions, Inc.

Windows XP Basics Course Outline

Section 1 - Hardware

- Turning on the Computer
- The Monitor
- The Keyboard
- The Mouse
- The System Unit
- Disk Drives
- Modems
- The Printer
- Disk Storage Systems

Section 2 - Software

- Operating Systems
- Units of Measure
- Using the Command Prompt
- Format a Disk
- Application Software

Section 3 - Windows XP

Fundamentals

- Turning on the Computer
- User Accounts
- The Desktop
- Control Panel
- Log Off
- Getting Help
- Starting Applications
- Managing Multiple Windows
- Using Menus and Dialog Boxes

Section 4 - Setting Views and Folder Options

- Icon Views
- Windows and Fax Viewer
- Folder Options
- File and Folder Tasks
- File Management

Section 5 - Scheduled Task

- Starting Scheduled Tasks
- Task Manager
- Using the Keyboard

Section 6 - Managing Files and Folders

- Windows Explorer
- Viewing the Contents of an Object
- Creating Folders
- Using the View Menu
- Copying Files
- Moving Files
- Deleting Files and Folders
- Using the Recycle Bin