

Length of Course: One class day (6 hours)

Prerequisites: None

Overview: For the end-user. Students will learn to use Windows

Windows XP User Interface

- Desktop objects
- The control Panel

The Windows XP environment

- The Windows screen
- The Mouse
- The Start button
- Windows components
- Mouse settings
- Single, Double and right Click

The Desktop

- My Computer
- Network Neighborhood
- Shortcuts

Running a Program

- Using Help
- Using WordPad
- Editing a Document
- Using a long document
- Working w/ Movie Maker

Running multiple programs

- Using the Taskbar
- Working w/ multiple windows

Cutting, Copying and pasting

- Paint Basics
- Copy and moving data

Managing documents and folders

- Working w/ the Explorer
- Creating Folders
- Copying and moving objects
- Sorting and finding documents

Printing/ Recycling/Deleting

- Printing files
- Using the Recycle Bin

More Document Management

- Formatting a disk
- Copying and moving groups of documents
- The Shut Down Command

Windows Media Player

- Creating Your Favorites
- Play a Video
- Apply a Skin

Customizing Windows XP

- Changing Taskbar properties
- Changing Desktop properties
- Using Help
- Shutting down