

# Windows XP Outline

COURSE REQUIREMENTS  
COMPONENTS OF THE MANUAL  
TRAINING FILES  
WHAT'S NEW IN WINDOWS XP?

## **LESSON 1 - WINDOWS BASICS**

- 1.1 OPERATING SYSTEM BASICS
  - 1.2 A LOOK AT THE DESKTOP
  - 1.3 USING THE MOUSE
  - 1.4 USING THE KEYBOARD
  - 1.5 OPENING AND CLOSING WINDOWS
  - 1.6 MINIMIZING AND MAXIMIZING WINDOWS
  - 1.7 MOVING A WINDOW
  - 1.8 RESIZING A WINDOW
  - 1.9 SWITCHING BETWEEN WINDOWS
  - 1.10 USING MENUS
  - 1.11 USING SHORTCUT MENUS
  - 1.12 USING THE START MENU
- LAB 1 – ON YOUR OWN

## **LESSON 2 - WORKING WITH FOLDERS AND DISKS**

- 2.1 A LOOK AT WINDOWS DISK ORGANIZATION
  - 2.2 WORKING WITH THE FOLDERS PANE
  - 2.3 USING FAVORITES
  - 2.4 CHANGING WINDOW VIEW
  - 2.5 GROUPING ICONS
  - 2.6 SETTING FOLDER OPTIONS
  - 2.7 SORTING THE CONTENTS OF A FOLDER
  - 2.8 CREATING A NEW FOLDER
  - 2.9 CREATING A SHORTCUT TO A FOLDER
- LAB 2 – ON YOUR OWN

## **LESSON 3 - FILE AND FOLDER MANAGEMENT**

- 3.1 RENAMING FILES AND FOLDERS
  - 3.2 COPYING FILES AND FOLDERS
  - 3.3 MOVING FILES AND FOLDERS
  - 3.4 DELETING FILES AND FOLDERS
  - 3.5 RESTORING A DELETE FILE
  - 3.6 EMPTYING THE RECYCLE BIN
  - 3.7 SEARCHING FOR A FILE OR FOLDER
  - 3.8 SELECTING MULTIPLE FILES AND FOLDERS
- LAB 3 – ON YOUR OWN

## **LESSON 4 - WORKING WITH APPLICATIONS**

- 4.1 OPENING APPLICATIONS FROM THE START MENU
  - 4.2 SWITCHING BETWEEN PROGRAMS
  - 4.3 OPENING AND CLOSING A DOCUMENT
  - 4.4 ENTERING AND EDITING TEXT IN WORDPAD
  - 4.5 SELECTING TEXT
  - 4.6 CUTTING, COPYING AND PASTING TEXT
  - 4.7 FORMATTING TEXT
  - 4.8 SAVING A DOCUMENT
  - 4.9 FORCING AN APPLICATION TO QUIT
- LAB 4 – ON YOUR OWN

### **LESSON 5 - CUSTOMIZING THE TASKBAR AND DESKTOP**

- 5.1 MOVING THE TASKBAR
  - 5.2 WORKING WITH TASKBAR TOOLBARS
  - 5.3 SETTING TASKBAR PROPERTIES
  - 5.4 CUSTOMIZING THE START MENU
  - 5.5 SETTING THE WINDOWS DESKTOP STYLE
  - 5.6 CHANGING THE DESKTOP BACKGROUND
  - 5.7 LAUNCHING APPLICATIONS AT STARTUP
- LAB 5 – ON YOUR OWN

### **LESSON 6 - EXPLORING THE CONTROL PANEL**

- 6.1 ABOUT THE CONTROL PANEL
  - 6.2 MODIFYING DATE AND TIME PROPERTIES
  - 6.3 ADDING A SCREEN SAVER
  - 6.4 SETTING POWER MANAGEMENT OPTIONS
  - 6.5 CHANGING THE WINDOW COLOR SCHEME AND FONT SIZE
  - 6.6 MODIFYING THE SCREEN RESOLUTION
  - 6.7 SETTING FOLDER OPTIONS
  - 6.8 ADDING OR REMOVING PROGRAMS
  - 6.9 MODIFYING MOUSE OPTIONS
- LAB 6 – ON YOUR OWN

### **LESSON 7 - USING INTERNET TOOLS**

- 7.1 SETTING UP AN INTERNET CONNECTION
  - 7.2 STARTING INTERNET EXPLORER
  - 7.3 BROWSING A WEB PAGE
  - 7.4 CREATING FAVORITES
  - 7.5 ORGANIZING FAVORITES
  - 7.6 SETTING INTERNET OPTIONS
  - 7.7 SEARCHING THE INTERNET
- LAB 7 – ON YOUR OWN
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