

Course ID

M-WINXPL1

Course Duration

1 day

Course Title

Windows XP Professional: Level 1

Related Courses

- Windows XP Professional: Level 2 (M-WINXPL2, 1 day)

Aimed At

Those who wish to increase their understanding of how computers work and make better use of the resources provided by the Windows XP operating system.

Group Size

5-15

Prerequisites

- There are no formal prerequisites for this course.

Course in a Nutshell

In this course, you will acquire practical information and skills such as how a computer works, how to manage your personal files and folders, and how to use many of the programs that come with Windows XP. This will turn you into a more knowledgeable and confident user of computers.

This course addresses Module 1, Computing Fundamentals, of the Internet and Computing Core Certification (IC³). Modules 2, Key Applications, and Module 3, Living Online, are addressed in other Eogogics courses. You need to pass three examinations, one for each module, to earn the IC³ certification.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Learn How To

- Understand the important personal computing terminology.
- Exercise the fundamental Windows XP skills.
- Use Windows Explorer to manage files and folders.
- Use multiple Windows XP programs at the same time.

Course Outline

Lesson 1: Getting Started with Personal Computers

Topic 1A: Uses of Personal Computers
Topic 1B: Types of Personal Computers
Topic 1C: Common Computer Components
Topic 1D: How Personal Computers Work

Topic 1E: Start the PC

Lesson 2: Using a Personal Computer

Topic 2A: Log On to a PC
Topic 2B: Explore the Desktop with the Mouse
Topic 2C: Manipulate Open Windows
Topic 2D: Use Help And Support
Topic 2E: Adjust the Mouse

Lesson 3: Managing Folders and Files

Topic 3A: Folder and File Organization
Topic 3B: Access the Windows Explorer
Topic 3C: Use the Search Companion
Topic 3D: Work with Folders
Topic 3E: Work with Files
Topic 3F: Create Shortcuts
Topic 3G: Use the Recycle Bin

Lesson 4: Using Programs at the Same Time

Topic 4A: Create a Document in WordPad
Topic 4B: Use the Address Book
Topic 4C: Format Text
Topic 4D: Use the Calculator
Topic 4E: Customize a Logo in Paint
Topic 4F: Turn Off the Computer

Wrapping Up

Windows XP Keyboard Shortcuts
Buying a New PC: Assess Who, What, and Where
About the Internet and Computing Core Certification (IC3) Program

Lab Requirements

Hardware and Software Requirements

- 300 MHz Pentium processor or higher.
- 128 MB of RAM or more.
- 2 GB of available hard-disk space.
- Super VGA (800 x 600) video adapter and monitor.
- CD-ROM or DVD drive.
- 3.5"-disk drive.
- Keyboard.
- Microsoft Mouse or compatible pointing device.
- Sound card with speakers or headphones plugged in.
- A network interface card and network cable.

- An Internet connection with access to the World Wide Web to complete some tasks throughout the course.
- Windows XP Professional for each participant and instructor computer.

How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

Revised

August 13, 2006