

Course ID

**M-WINXPL2**

Course Duration

**1 day**

Course Title

**Windows XP Professional: Level 2**

### **Related Courses**

#### **Aimed At**

Those who wish to enhance their practical computer usage skills by developing greater mastery of the resources offered by the Windows XP operating system.

#### **Group Size**

5-15

#### **Prerequisites**

- Windows XP Professional: Level 1 (W-WINXPL1, 1 day)

#### **Course in a Nutshell**

This course will help you learn how to share files and resources with co-workers over a network. You will explore how Windows XP takes advantage of the Internet. You will also learn how to customize and maintain your computers to create the most efficient workspace possible. Overall, this course will help you participate in intelligent conversations with other computer users and IT personnel, make appropriate requests, and troubleshoot problems related to personal computers. In a nutshell, it will turn you into a more aware and more confident computer user.

This course is one of the two Eogogics courses that address 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. Certification candidates must pass examinations for each of the three modules 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**

- Customize the Windows XP environment.
- Share files, folders, and resources over a network.
- Access the Internet using Windows XP programs.
- Use Windows XP tools to maintain the computer.

**Course  
Outline**

**Lesson 1: Customizing Windows XP**

Topic 1A: Apply a Theme  
Topic 1B: Customize the Desktop  
Topic 1C: Select a Screen Saver  
Topic 1D: Modify Appearance and Effects  
Topic 1E: Control the Start Menu  
Topic 1F: Customize the Taskbar

**Lesson 2: Making Connections**

Topic 2A: An Overview of Networks  
Topic 2B: Add a Printer  
Topic 2C: Manage Print Jobs  
Topic 2D: Share Files  
Topic 2E: Work Remotely

**Lesson 3: Using Windows XP and the Internet**

Topic 3A: An Overview of the Internet  
Topic 3B: Search the Internet  
Topic 3C: Keep Windows XP Up-to-date  
Topic 3D: Communicate with Windows Messenger  
Topic 3E: Use Remote Assistance

**Lesson 4: Maintaining the Computer**

Topic 4A: Diagnose System Problems  
Topic 4B: Clean Up the Hard Disk  
Topic 4C: Defragment the Hard Disk  
Topic 4D: Back Up and Restore Personal Files  
Topic 4E: Restore System Files

**Wrapping Up**

Using the Windows Movie Maker  
About the Internet and Computing Core Certification (IC<sup>3</sup>)

## **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.
- A formatted 3.5" disk for the instructor and each participant for backing up files.
- 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.
- A .NET Passport for each student and the instructor to complete the "Using Windows XP and the Internet" lesson.

## **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*