

Soft-Train



At Soft-Train
Technology Works

Beginning Microsoft Windows XP Professional (1 Day) ST850001

COURSE GOAL: Provide the student an introduction to the features and functions of Microsoft Windows XP Pro.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Understand basic Windows concepts
- Use the Taskbar to start applications
- Work with Accessories
- Organize files using the Windows Explorer
- Transfer data between applications

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Move within Windows
<input type="checkbox"/>	<input type="checkbox"/>	Use the Task Bar
<input type="checkbox"/>	<input type="checkbox"/>	Create Shortcuts
<input type="checkbox"/>	<input type="checkbox"/>	Use Windows Explorer
<input type="checkbox"/>	<input type="checkbox"/>	Organize Your Hard Disk
<input type="checkbox"/>	<input type="checkbox"/>	Manipulate Files
<input type="checkbox"/>	<input type="checkbox"/>	Start Applications
<input type="checkbox"/>	<input type="checkbox"/>	Work with the Control Panel

If you answered NO to three or more of these questions, and understand Basic Windows, you should attend this class.

KEY TOPICS:

I. Introduction to Microsoft Window

- A. Using The Mouse
- B. Windows XP Professional
- C. Help Options
- D. Basic Input/Output for Beginners
- E. System Icons Described

II. Using the Task Bar

- A. Taskbar Basics
- B. Multi-Tasking

III. File Management with Windows Explorer

- A. Windows Explorer
- B. Manipulating Files
- C. The Recycle Bin
- D. Working With Files

IV. Productivity

- A. My Network Places
- B. Mapping A Network Drive
- C. Setting The Default Printer
- D. The Print Manager
- E. Creating Shortcuts
- F. Shortcut Power

V. The Accessories

- A. Word Pad
- B. Paint

VI. Customizing Properties

- A. The Mouse
- B. The Desktop
- C. Recycle Bin
- D. Taskbar
- E. Locking The Workstation