



# Advanced Microsoft Windows XP Professional (1 Day) ST85002

**COURSE GOAL:** To provide the more experienced user with the advanced features of the Windows XP Pro environment

**PREREQUISITES:** Beginning Windows XP Pro and/or equivalent skills.

**LEARNING OBJECTIVES:**

Students will be able to:

- Use the “Send To” and “Startup” folders
- Install and Remove Programs
- Work with system management
- Troubleshoot Common Errors
- Customize the appearance

**STUDENT SELF ASSESSMENT:**

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Use the Device Manager
<input type="checkbox"/>	<input type="checkbox"/>	Troubleshoot problems with devices
<input type="checkbox"/>	<input type="checkbox"/>	Maintain a healthy hard drive
<input type="checkbox"/>	<input type="checkbox"/>	Use the System Tools
<input type="checkbox"/>	<input type="checkbox"/>	Customize shortcuts
<input type="checkbox"/>	<input type="checkbox"/>	Advanced Taskbar properties.
<input type="checkbox"/>	<input type="checkbox"/>	Customize a window to immediately minimize

If you answered NO to three or more of these questions you should attend this class.

**Key Topics:**

**I. Customizing The Desktop**

- A. The Recycle Bin
- B. General Folder Options
- C. Viewing Files
- D. File Types Described
- E. Temporary Files

**II. More Shortcut Power**

- A. Customizing Shortcuts
- B. The StartUp Folder
- C. The Send To Folder
- D. Advanced Taskbar Settings

**III. The Control Panel**

- A. General System Properties
- B. Adding/Removing Programs
- C. Adding New Hardware
- D. Desktop Themes
- E. Date/Time

**IV. System Tools Network - Shared Resources**

- A. Disk Defragmenter
- B. Disk Cleanup
- C. Scan disk
- D. System Restore
- E. Back up and Restore Center

**V. Troubleshooting Techniques**

- A. The Help Files
- B. Checking Hard Drive Space
- C. Checking Hard Drive Space
- D. Device Manager
- E. Common Error Messages