

# Windows XP : Introduction

## Course Content

### Lesson 1: Creating a Document in Windows

- Topic 1A: Launch a Program
- Topic 1B: Create a Document
- Topic 1C: Save a Document
- Topic 1D: Preview and Print a Document
- Topic 1E: Cut, Copy, and Paste Information

### Lesson 2: Organizing Files

- Topic 2A: Find Files
- Topic 2B: Create Folders
- Topic 2C: Move Files
- Topic 2D: Create Shortcuts

### Lesson 3: Working with Windows Messenger

- Topic 3A: Create a Microsoft Passport Account
- Topic 3B: Add Contacts
- Topic 3C: Send and Receive Instant Messages
- Topic 3D: Change Windows Messenger Options

### Lesson 4: Creating an Efficient Work Environment

- Topic 4A: Change Mouse Properties
- Topic 4B: Change a Volume Property
- Topic 4C: Change the Display Properties
- Topic 4D: Switch Users
- Topic 4E: Work with Accessibility Programs

### Lesson 5: Researching and Using Windows Media Player

- Topic 5A: Use Help and Support
- Topic 5B: Create Your Favorites
- Topic 5C: Play a Video
- Topic 5D: Apply a Skin

### Lesson 6: Cleaning Up Your System

- Topic 6A: Check System Capacity
- Topic 6B: Analyze Your Hard Drive
- Topic 6C: Delete Your Files and Folders
- Topic 6D: Empty the Recycle Bin

### Lesson 7: Finding Information on the Internet

- Topic 7A: Browse the Internet
- Topic 7B: Move to Specific Internet Sites
- Topic 7C: Use Favorites to Return to Internet Sites
- Topic 7D: Shut Down Windows

## Course Specifications

Course number: 084-121

Software Version Number: XP

Course length: 1 day

## Course Description

**Overview:** Students will create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up their system, and find information on the Internet.

### Prerequisites:

- *Introduction to Personal Computers Using Windows 98:*

**Delivery Method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Benefits:** Students will gain the skills needed to create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up their system, and find information on the Internet.

**Target student:** The target student for this course is a user who has worked with basic computer concepts and gained skills related to IBM and compatible computers.

### Hardware/Software Requirements: You will need:

- A 233 MHz or higher processor is required. A 300 MHz or higher processor is recommended.
- 128 MB of RAM is recommended as the minimum for Windows XP Professional.
- A minimum of 1.5 GB of available hard-disk space.
- Either a local CD-ROM drive, DVD drive, or access to a networked CD-ROM drive.
- A 3.5"-disk drive.
- A Microsoft mouse, or compatible pointing device.
- A Super VGA (800 x 600) or higher-resolution video adapter and monitor is recommended.
- A 14.4 Kbps or higher modem. An Internet connection with access to the World Wide Web is necessary to complete some tasks throughout the book. (Note: Internet access may require payment of a separate fee to a service provider; local charges may also apply.)
- An email address is required if you plan to complete the "Working with Windows Messenger" lesson.
- A Typical installation of Windows XP Professional.

## Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- You will create a document by using WordPad.
- You will organize the contents of your hard drive by using Windows Explorer.
- You will communicate instantly with others by using Windows Messenger.
- You will create an efficient work environment by using the Control Panel and Accessibility programs.
- You will perform a variety of media tasks by using the Help and Support Center and Media Player.
- You will clean up your system by using My Computer and the Recycle Bin.
- You will find information on the Internet by using Internet Explorer.

