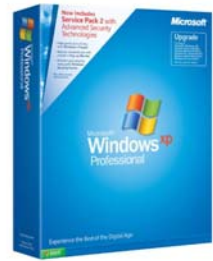




Windows XP Beginning

Course Outline



Course Synopsis:	<p>Use fundamental personal computing terminology. Use fundamental Windows XP skills. Use Windows Explorer to manage files and folders. Use common Windows XP program techniques by working with several programs at the same time.</p>
Who Should Attend:	<p>This course presents the learner with the skills to become proficient at Microsoft Windows XP. It builds from some basic assumptions about the learner's previous experience within a Windows environment and it comprehensively guides the learner through the basics of using this latest version of Windows with the emphasis on learning by doing.</p>
Prerequisites:	<p>Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.</p>
What You Will Learn:	<p>This package provides a broad foundation for students so that they will have a greater awareness and confidence using personal computers. Students will learn how to use the basic and advanced features of Windows XP.</p>
Time:	<p>Class time is 8:30 a.m. - 4:30 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled from 12-1. Students provide their own lunch.</p>
Location:	<p>401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503</p>
Related Courses:	
Goals:	<p>Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.</p>
Registration:	<p>You can register over the phone or online by emailing Rebecca Williams at rebeccawilliams@cts-ky.com or 859-277-1771</p>



Windows XP Beginning

Course Outline

COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

The Fundamentals

- A Look at Windows XP and What's New
- Starting and Logging On to Windows XP
- Understanding the Windows XP Screen
- A Look at the New Windows XP Start Menu
- Using the Mouse: Pointing, Clicking, Double-clicking, Dragging, and Right-clicking
- Using the Keyboard
- Exiting Windows and Turning Off Your Computer

Working with a Window

- Starting a Program
- Understanding the Parts of a Window
- Minimizing, Maximizing and Restoring a Window
- Closing a Window
- Moving a Window
- Sizing a Window
- Switching Between Windows
- Tiling and Cascading Windows

Working with Files and Folders

- Understanding Storage Devices, Folders, and Files
- Using My Computer to See What's in Your Computer
- Opening a Folder
- Creating and Renaming a Folder
- Copying, Moving, and Deleting a Folder
- Opening, Renaming and Deleting a File
- Copying and Moving a File
- Restoring a Deleted File and Emptying the Recycle Bin
- A Closer Look at Files and Folders
- Changing How Information is Displayed
- Selecting Multiple Files and Folders
- Finding a File Using the Search Companion
- Managing the Search Companion
- Using Windows Explorer
- File Management Using Windows Explorer
- Creating and Using a Compressed Folder

Customizing the Taskbar and Desktop

- Using the Windows Classic Start Menu
- Using the Windows Classic Appearance
- Moving, Resizing, and Hiding the Taskbar
- Customizing the Start Menu
- Working with the Quick Launch Bar
- Opening Recent Documents
- Using the Run Command to Start A Program
- Adding Shortcuts to the Desktop
- Starting a Program Automatically when Windows Starts