

# Windows XP – Module 2

Course Duration: 1 day

Prerequisites: Windows XP – Module 1

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## Customizing the Taskbar and Desktop

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

## Customizing Windows

- A Look at the Control Panel
- Changing the Date and Time
- Adjusting your Computer's Volume
- Changing Windows Colors and Appearance
- Adding Wallpaper to the Desktop
- Adjusting the Screen Resolution
- Adjusting the Screen Color Depth
- Using a Screen Saver
- Changing System and Program sounds
- Adjusting the Mouse
- Customizing How Folders Look and Work
- Customizing folder View Options

## The Free Programs

- WordPad
- Notepad
- Calculator
- Sound Recorder
- Paint
- Creating Pictures with Paint
- Play Games
- Character Map
- Play a CD and Copy from it with Windows Media Player
- Using the Media Guide in Windows Media Player
- Using the Media Library in Windows Media Player
- Listen to Internet Radio Stations with Windows Media Player
- Copy Music to a CD or Portable Device with Windows Media Player
- Give your Windows Media Player a New Skin
- Windows Movie Maker Requirements
- Recording a Video with Windows Movie Maker
- Using the Storyboard

Saving a Project as a Movie

## Optimizing and Maintaining your Computer

- Formatting a Floppy Disk
- Copying a Floppy Disk]
- Repairing Disk Errors
- Defragmenting Your Hard Disk
- Freeing Up Space on your Hard Disk
- Scheduling Tasks
- Installing New Software
- Removing Software
- Adding and Removing Windows Components
- Installing a Printer
- Changing Printer Settings and the Default Printer
- Shutting Down a Frozen Program
- Installing New Hardware
- using the Windows Internet Update Feature
- Restoring Your Computer
- Using the Device Manager

## Exploring the Internet

- Introduction to the Internet
- Connecting to the Internet
- Displaying a Specific Web Page
- Browse the Web
- Search the Web
- Adding a Web Page to Favorites and Changing your Home Page
- Displaying a History of Visited Web Pages
- Saving Pictures and Files to Disk (Downloading)
- Introduction to E-mail
- Composing and Sending E-mail
- Adding a Name to the Address Book
- Receiving E-mail and replying to a message
- Forwarding and Deleting a Message

## Networking with Windows XP

- Introduction to Networks
- Browsing the Network
- Mapping a Network Drive
- Connecting to a Network Printer
- Creating a New User
- Logging On and Off Windows
- Changing Your Password
- Sharing Your Files and Printer on the Network
- Changing Access Permissions to a Shared Folder
- Specifying Security Options to a Shared Folder