

Windows XP – Module 1

Course Duration: 1 day

Prerequisites: None

The Fundamentals

A Look at Windows XP and What's New
Starting and Logging On to Windows
Understanding the Windows XP Screen
A Look at the New Windows XP Interface
Using the Mouse: Pointing, Clicking, and Double-clicking
Using the Mouse: Dragging and Dropping
Using the Mouse: 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 a Windows Program

How to Use Menus
How to Use Toolbars
Filling Out a Dialog Box
Entering Text in the WordPad Program
Editing Text
Saving and Opening a File
Selecting, Replacing, and Deleting Text
Using Undo
Printing a File
Cutting, Copying, and Pasting Text
Changing the Font Type and Size
Using Bold, Italics, and Underline
Changing Paragraph Alignment
Getting Help by Contents

Getting Help with the Help Index and Search
Saving and Opening Files in Different Locations

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
Using the Folders Pane (Windows Explorer)
File Management Using the Folders Pane