



This four-hour class will extend your knowledge of Windows 2002 (XP) features and help you operate your personal computer efficiently. You will learn how to create new documents and open existing documents without opening the associated application beforehand. To help you with this process, you will also learn how to create folders and shortcuts directly on the Desktop or on the Start menu. You will also learn how to customize the Start menu and Desktop with shortcuts, which can provide quick and direct access to applications, documents, devices, folders or Internet sites that you use often.

After you have created several documents, you may find that you need to organize them. You will learn how to use the Windows Explorer to manage and maintain your files. You will create new folders and subfolders, copy and move files to new locations, delete and undelete files and learn many other things you can do to manage the information on your hard disk.

#### PREREQUISITES

- Microsoft Introduction to Windows or Equivalent Experience

#### CONTENT

- Create folders and documents on the Desktop
- Organize folders, documents and icons on the Desktop
- Learn the function of the Windows Explorer
- View and sort objects in the Windows Explorer
- Create a folder in the Windows Explorer
- Select multiple objects at the same time
- Move or copy an object to a new location
- Delete an object
- Use the Undo button in the Windows Explorer
- Locate a file on a disk with the Search Assistant
- Understand desktop icons and shortcuts
- Create shortcuts to folders, documents, devices and applications
- Create shortcuts and folders on the Desktop, Start menu and Programs menu
- Start a document or application automatically when the computer starts
- Customize the Windows Taskbar
- Explore Windows 2002 (XP) and the Internet
- Protect data on a disk by changing object properties