



This class is for people who are relatively new to computer work. If you have little or no experience using a mouse or working with the earlier version of Windows you should enroll in this Introduction to Windows XP class. If you have experience with DOS-based (keyboard-based) software programs, you will quickly realize that Windows XP has a different operating strategy. Windows XP has a graphical user interface (GUI). GUI means that Windows XP operates visually, rather than verbally.

For example, instead of selecting word-based commands from a menu, you might point to a picture of a disk or a printer to do a task. It sounds so simple, you may wonder why you need training at all. In our experience, most people need a little “jump-start” into the world of Windows XP. Windows XP Introduction is a four-hour class.

PREREQUISITES

- None

CONTENT

- Understand basic personal computer components
- Define a network
- Identify the benefits of Windows XP
- Identify Desktop components
- Use the mouse to operate Windows XP
- Navigate the Start menu
- Activate online help
- Identify window controls
- Move and size a window
- Use the Taskbar
- Manipulate multiple windows
- Modify object properties
- Use dialog boxes
- Use scroll bars and drop-down arrows
- Modify display properties
- Use the control panel to modify the mouse properties
- Create and save a document
- Open and print a document
- Copy and paste information from one application to another
- View resources with My Computer
- Delete and restore files
- Learn what to do if your computer freezes