

Training Course Specification

Course: Windows XP Advanced

Duration: One-Day

COURSE OBJECTIVES: To get delegates to the point where they are comfortable with the advanced features of the Windows PC operating system. The course covers standard network concepts, system and network troubleshooting and effectively – Windows 'system support'.

WHO SHOULD ATTEND: Anyone wishing to customise, network and take full advantage of the Windows XP features.

EXPERIENCE NEEDED: No experience of networking or system support is required but delegates should be crystal clear on the normal aspects of Windows XP use, including file management. Delegates will ideally be familiar with the basic concepts of PC hardware (disks and drives) and a knowledge of file type principles would be beneficial.

COURSE CONTENTS:

Module 1: Using Advanced Windows Features

Customising the Taskbar
Repositioning and Resizing the Taskbar
Hiding the Taskbar
Time and Date
Setting the Time Zone
Using Briefcase
Setting Accessibility Properties
Working with Filename Extensions
Registering Filename Extensions
Removing a Registration

Module 2: Printing

Managing Print Jobs
Deferring Printing from a Portable Computer or to a Network Printer
Printing with Drag and Drop
Managing Fonts
Viewing and Printing Font Samples
Adding and Deleting Fonts

Module 3: Using 'My Network Places'

Exploring My Network Places
Identifying Your Computer on the Network
Determining what is on your Network
Determining who is on your Network
Sharing Your Data
Sharing Folders
Mapping a Network Drive
Disconnecting a Mapped Network Drive
Ending Data Sharing
Stopping Folder Sharing

Module 4: Using Utilities

Using Hard Disk Utilities
Accessing the Hard Disk Utilities
Running Check Disk
Correcting Errors with Check Disk
Creating and Using a Startup Disk
Creating a Startup Disk
Using a Startup Disk
File compression overview
NTFS compression versus Compressed (zipped) Folders
NTFS compression

Module 5: Working With Multimedia

Using the Sounds and Audio Devices Properties Dialog Box
Changing the Sounds of Windows XP
Changing Sound Schemes
Restoring the Windows XP Default Sounds
Deleting Sound Schemes
Working with Media Player
Working with Audio Files
Embedding Files
Working with Video Files
Embedding a Video Clip

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