

## *Training Course Specification*

**Course:** **Windows XP, End User, Introduction**

**Duration:** **One-Day**

**COURSE OBJECTIVES:** To get delegates to a point where they are comfortable navigating around Windows and using the mouse. The Windows file management system is covered along with other standard Windows applications.

**WHO SHOULD ATTEND:** Anyone who will be using this version of the Windows operating system on a PC.

**EXPERIENCE NEEDED:** No experience of Windows is required. In fact, no PC experience is necessary for this course. Experience in a previous version would be an advantage. Basic ability to use of the mouse and keyboard is required

### **COURSE CONTENTS:**

#### **Module 1: Windows Basics**

Identifying Opening Screens  
The Windows XP Theme Vs Windows Classic  
Switching between Windows XP and Windows Classic.  
Navigating in Windows  
Using the Mouse  
The Start Menu  
Right-Clicking the Mouse  
Activating Shortcut Menus  
Double-Clicking the Mouse  
Opening Windows  
Closing Windows  
Shutting Down and Restarting Windows XP

#### **Module 2: Using Windows XP**

Identifying Parts of a Window  
Identifying Icons  
Moving a Window  
Maximizing, Restoring, and Minimizing a Window  
Resizing Windows  
Multiple Windows  
Using Menus and Dialog Boxes  
Using Menu Commands  
Identifying Dialog Box Elements  
Using Command Buttons, Option Buttons, and Check Boxes and List Boxes  
Using Help and Support

**Module 3: Working with Programs**

Using WordPad  
Starting Windows XP Programs  
Creating a WordPad Document  
Using Toolbars  
Saving a New Document  
Working with Text  
Printing a Document  
Closing and Exiting  
Using Paint  
Opening a Document  
Using the Paint Tool Box  
Using the Color Box  
Switching between Programs  
Sharing Information between Programs

**Module 5: Customising Windows XP**

Customizing Windows XP  
Changing Windows XP Settings  
Selecting a Background  
Using Screen Savers  
Changing Appearances  
Controlling the Mouse  
Working with Shortcuts  
Working with the Start Menu  
Adding a Program to the Start Menu

**Module 4: Managing Files**

Using My Computer  
Viewing My Computer Information  
Changing Window View Options  
Using the Toolbar  
Arranging Icons and Lists  
Creating a New Folder  
Formatting Floppy Disks  
Copying and Moving Files Using My Computer  
Using the Windows Explorer  
Viewing Drives and Folder Contents  
Creating and Deleting Folders  
Renaming Files and Folders  
Copying and Moving Files Using Explorer  
Finding a File  
Recycling  
Deleting Files  
**The Recycle Bin**

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