

Introduction to Computers (Microsoft Windows XP Professional)

Level 1

Course Information:

1. Windows XP Concepts

1. Windows XP Overview
2. Starting Windows XP
3. The Windows XP Screen
4. The Windows XP Interface
5. Working With A Mouse
6. Using An Intellipoint Mouse
7. Understanding Menus
8. Accessing Menus Using A Pointing Device
9. Accessing Menus Using The Keyboard
10. Using Short-Cut Menus
11. Switching To Single Click
12. Switching To Double Click
13. Turning Off Your Computer

2. Working With A Window

1. Working With A Window Overview
2. The Anatomy Of A Window
3. Working With The Control Menu
4. Maximising, Minimising And Restoring
5. Resizing A Window
6. Moving A Window
7. Scrolling In A Window
8. Closing A Window

3. Window Techniques

1. Overview Of Window Techniques
2. Toggling Common Tasks Mode
3. Using The Common Tasks Pane
4. Working With Multiple Windows
5. Navigating Through Different Windows
6. Navigating Through The Same Window
7. Working With Dialog Boxes
8. Keyboard Techniques For Windows

4. Using Applications

1. Using Applications Overview
2. Starting An Application From The Start Menu
3. Opening Multiple Applications
4. Managing Multiple Applications
5. Minimising And Restoring Applications
6. Closing Applications

5. Changing The Desktop

1. Overview Of Changing The Desktop
2. Changing The Desktop Theme
3. Changing The Desktop Background
4. Changing The Screen Saver
5. Changing The Desktop Appearance

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