

## Course:

# Windows XP Professional: Level 1

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**Course Number:** 76570

**Duration:** 1 day

### Description

This course provides a broad foundation for students so that they will have a greater awareness and confidence using personal computers. Students will gain practical information and skills, such as what a computer is, how to manage personal files and folders that they create, and how to use many of the programs that come with Windows XP.

### Prerequisites

- None

### Objectives

- Use fundamental personal computing terminology.
- Use fundamental Windows XP skills.
- Use Windows Explorer to manage files and folders.
- Use common Windows XP program techniques by working with several programs at the same time.

### Outline

#### Lesson 1: Getting Started with Personal Computers

- Topic 1A: Uses of Personal Computers
- Topic 1B: Types of Personal Computers
- Topic 1C: Common Computer Components
- Topic 1D: How Personal Computers Work
- Topic 1E: Start the PC

#### Lesson 2: Using a Personal Computer

- Topic 2A: Log On to a PC
- Topic 2B: Explore the Desktop with the Mouse
- Topic 2C: Manipulate Open Windows
- Topic 2D: Use Help And Support
- Topic 2E: Adjust the Mouse

#### Lesson 3: Managing Folders and Files

- Topic 3A: Folder and File Organization
- Topic 3B: Access the Windows Explorer
- Topic 3C: Use the Search Companion
- Topic 3D: Work with Folders
- Topic 3E: Work with Files
- Topic 3F: Create Shortcuts
- Topic 3G: Use the Recycle Bin

#### Lesson 4: Using Programs at the Same Time

- Topic 4A: Create a Document in WordPad
- Topic 4B: Use the Address Book
- Topic 4C: Format Text
- Topic 4D: Use the Calculator
- Topic 4E: Customize a Logo in Paint
- Topic 4F: Turn Off the Computer

- Appendix A: Windows XP Keyboard Shortcuts
  - Keyboard ShortcutsTopic
- Appendix B: Buying a New PC
  - Assess Who, What, and Where Topic
- Appendix C: Internet and Computing Core Certification (IC3) Program