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S K I L L S U P G R A D I N G

Microsoft Windows XP Professional – Level 1

Course Introduction

Windows XP Professional Level 1 is an introductory course, the aim of which is to provide the student with the basic techniques required to become productive in a Windows XP environment.

Students will learn how to work efficiently in and manage Windows XP by identifying and customizing various components, features and functions. Students will learn to create and manage files and folders on the operating system and to make use of the Accessories available in Windows XP to install and control programs and applications on their Windows XP computer. Level 1 is comprehensive and when the course is completed, the student will have a good understanding of using a Windows XP Professional operating system in a workplace environment.

This course consists of five lessons, and an Exam Preparation Exercise. The Exam Preparation Exercise is designed to prepare the student for the final exam.

Course Prerequisite(s)

Introduction to Personal Computers course, or a general knowledge of computers.

Course Aim

This introductory course is designed to acquaint students with the fundamentals of Windows XP.

Of Interest to

Those who have knowledge of an earlier version of Windows and wish to upgrade to Windows XP, or who have never used Windows.

Course Breakdown

Lesson 1:

Orientation to the Windows XP Operating System, Navigating Windows XP, Getting to Know the Windows XP Desktop, Logging Off Windows XP, Logging On to Windows XP, Shutting Down a Windows XP Computer

Lesson 2:

Working with Windows XP, Customizing the Desktop, Organizing the Start Menu, Configuring the Taskbar, Managing Computer Security

Lesson 3:

Understanding the File System, Exploring your Windows XP Computer, Working with Files and Folders, Viewing Files and Folders, Using the Recycle Bin

Lesson 4:

Working with Program, Adding a Program, Changing How Programs Work, Renaming a Program

Lesson 5:

Introducing Windows XP Accessories, Working with Calculator and Paint, Using the Address Book, Exploring WordPad

Course Notes

Course manual provided for on-going reference.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

Next Level

Microsoft Windows XP Professional Level 2



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