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

Microsoft Windows XP Professional – Level 2

Course Introduction

Windows XP Professional Level 2 is an advanced course. Its aim is to provide the student who is already familiar with Windows XP with an understanding of the more detailed techniques used to maintain Windows XP and use it productively.

This course is designed to introduce students to operating and managing Windows XP in a workplace environment. The student is introduced to administrative tasks, system tools and multi-media that help to make their Windows XP experience as all-inclusive as possible. Students also learn to work independently in Windows XP as they acquire the skills to troubleshoot potential problems and seek answers to questions.

The Windows XP Professional Level 2 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)

Windows XP Professional Level 1

Course Aim

This course is designed to acquaint students with more advanced features of Windows XP.

Of Interest to

Those who are already familiar with Windows XP and wish to explore some of its advanced features and functions.

Course Breakdown

Lesson 1:

Introduction to System Tools; Backing Up Files and Folders; Restoring Files and Folders; Using Windows XP Disk Utilities; Scheduling Tasks.

Lesson 2:

Introducing Windows XP Multi-media; Managing Sounds; Exploring the Windows Media Player; Additional Windows XP Multi-media; Playing Windows XP Games.

Lesson 3:

Connecting to the Internet; Introducing Windows XP Integration; Sharing Resources in Windows XP; Exploring Windows XP Messaging.

Lesson 4:

Introducing Windows XP Help Tools; Using the Help Viewer; Exploring the Help and Support Center; Getting Help from Others.

Lesson 5:

Working with User Accounts; Keeping Your Computer Up-to-Date; Troubleshooting Problems; Restoring the Operating System.

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.



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