

## Course Overview

In this 1-day course, you will learn how to get started with the Windows operating system. You will become familiar with the components of a personal computer and learn how personal computers work. You will learn how to log on to a PC, explore the desktop with the mouse, manipulate open windows, use help and support, and adjust mouse settings. You will also learn how to manage folders and files, including how to use shortcuts, file search tools, and the recycle bin. In addition, you will learn the general procedures for using applications by working with Windows accessories such as the calculator.

## Courses in the Microsoft Windows XP Series

Windows XP Level 1  
and Intro to PCs  
- 1 day -

Windows XP Level 2  
- 1 day -

## Course Preparation

Prerequisite: You should be familiar with the use of a standard computer keyboard.

## Course Topics

### Getting Started with Personal Computers

- Uses of Personal Computers
- Types of Personal Computers
- Common Computer Components
- How Personal Computers Work
- Start the PC

### Using a Personal Computer

- Log On to a PC
- Explore the Desktop with the Mouse
- Manipulate Open Windows
- Use Help and Support
- Adjust the Mouse

### Managing Folders and Files

- Folder and File Organization
- Access the Windows Explorer
- Use the Search Companion
- Work with Folders
- Work with Files
- Create Shortcuts
- Use the Recycle Bin

### Using Programs at the Same Time

- Create a Document in WordPad
- Use the Address Book
- Format Text
- Use the Calculator
- Customize a Logo in Paint
- Turn Off the Computer

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