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## **WINDOWS XP: INTRODUCTION**

**Course Description:** Students will create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up their system, and find information on the Internet.

**Course Objective:** Students will gain the skills needed to create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up their system, and find information on the Internet.

### **Course Content**

#### **Lesson 1: Creating a Document in Windows**

- Topic 1A: Launch a Program
- Topic 1B: Create a Document
- Topic 1C: Save a Document
- Topic 1D: Preview and Print a Document
- Topic 1E: Cut, Copy, and Paste Information

#### **Lesson 2: Organizing Files**

- Topic 2A: Find Files
- Topic 2B: Create Folders
- Topic 2C: Move Files
- Topic 2D: Create Shortcuts

#### **Lesson 3: Working with Windows Messenger**

- Topic 3A: Create a Microsoft Passport Account
- Topic 3B: Add Contacts
- Topic 3C: Send and Receive Instant Messages
- Topic 3D: Change Windows Messenger Options

#### **Lesson 4: Creating an Efficient Work Environment**

- Topic 4A: Change Mouse Properties
- Topic 4B: Change a Volume Property
- Topic 4C: Change the Display Properties
- Topic 4D: Switch Users
- Topic 4E: Work with Accessibility Programs

#### **Lesson 5: Researching and Using Windows Media Player**

- Topic 5A: Use Help and Support
- Topic 5B: Create Your Favorites
- Topic 5C: Play a Video
- Topic 5D: Apply a Skin
- Lesson 6: Cleaning Up Your System

#### **Topic 6A: Check System Capacity**

- Topic 6B: Analyze Your Hard Drive
- Topic 6C: Delete Your Files and Folders
- Topic 6D: Empty the Recycle Bin

#### **Lesson 7: Finding Information on the Internet**

- Topic 7A: Browse the Internet
- Topic 7B: Move to Specific Internet Sites
- Topic 7C: Use Favorites to Return to Internet Sites
- Topic 7D: Shut Down Windows