



Microsoft Windows XP topics

Beginner

Understanding Windows XP

- Using The Mouse
- Examining The Windows XP Working Screen
- Explore the Start Menu
- Using The Start Menu
- Examining My Computer
- Exploring Menus
- Navigating Toolbars

Customizing The Desktop

- Examining The Desktop
- Modifying Display Properties
- Changing Backgrounds
- Applying Screen Savers
- Examining The Active Desktop
- Configuring The Active Desktop
- Manipulating the Active Desktop

Using Windows And The Taskbar

- Understanding Window Controls
- Exploring Tasks Panes
- Resizing Windows
- Moving Windows
- Examining The Taskbar
- Manipulating Windows With The Taskbar

Managing Files And Folders

- Examining The File System
- Browsing With Windows Explorer
- Creating Folders
- Changing Folder Names
- Understanding Search Companion
- Using Search Companion
- Moving Files To Folders
- Copying Files To Folders
- Understanding Shortcuts
- Creating Shortcuts
- Understanding The Recycle Bin
- Deleting Files And Folders

- Emptying The Recycle Bin

Working With Applications

- Examining Accessories
- Understanding Application Windows
- Opening And Closing Documents
- Scrolling In Documents
- Copying And Pasting
- Saving Documents
- Using The Calculator
- Examining Media Tools

Maintaining Your System

- Formatting Disks
- Understanding System Tools
- Scheduling Tasks
- Examining System Restore
- Using System Restore
- Examining Windows Product Activation
- Shutting Down The System