

Windows Operating System

- Operating System explained
- Windows XP
- What is a Window?

Desktop Features

- Shortcuts
- Start Menu
- Task Bar
- Status Area

Using a Mouse

- Single Click or Double Click?
- Comparison of the 2 methods

Using the Keyboard

- Accessing Menus & Icons

Help & Support

- The Help & Support Centre
- Using the Search Facility

Searching for Documents & Files

- Using the Search Facility
- What are you searching for?
- How do you want to search?
- The Search Task Pane
- Search Results

The Control Panel

- Accessing the Control Panel
- Creating & Changing a User Account
- Setting the Date & Time
- Changing the Desktop background & Screen Saver

Windows

- Minimising, Maximising & Restoring Windows
- Resizing Windows
- Moving Windows
- Scrolling through a Window
- Working with More than One Window
- Activating different Windows
- Closing a Window

Using Applications

- Starting an Application
- Working with more than One Application
- Minimising & Restoring Applications
- Closing Applications
- The Recently Used List

Windows Explorer

- Opening Windows Explorer
- Features of the Windows Explorer Screen
- Changing the View
- Navigating the Folder List
- Closing Windows Explorer

Working with Folders

- Features of Drives, Folders & Files
- Creating a Folder
- The Folder Hierarchy
- Renaming a Folder
- Moving & Copying Folders
- Deleting Folders

Working with Files

- Selecting a File
- Selecting Multiple Files
- Renaming a File
- Moving & Copying Files
- Deleting Files

Shortcuts

- Using Shortcuts
- Shortcut Properties
- Creating a Document Shortcut
- Creating an Application Shortcut
- Renaming a Shortcut
- Deleting a Shortcut

Printing

- Check your Installed Printers
- Change the Default Printer
- The Print Queue