

Windows XP SP2: Advanced Second Edition

Topic-Level Outline

Days: 1

Prerequisites: *Windows XP SP2: Basic* or equivalent experience

Unit 1: Customizing the user interface

Topic A: Customizing the Start menu

Topic B: Customizing the taskbar

Topic C: Customizing folders

Unit 2: Files and folders

Topic A: File and folder attributes

Topic B: Advanced folder options

Topic C: File associations

Unit 3: Print management

Topic A: Adding a printer

Topic B: Managing print jobs

Unit 4: Managing multiple users

Topic A: Windows XP user accounts

Topic B: Fast user switching

Topic C: User security

Unit 5: System utilities

Topic A: Using System Restore

Topic B: Disk maintenance

Topic C: Using Backup

Topic D: Windows security

Unit 6: Sharing LAN resources

Topic A: Sharing files, folders, and drives

Topic B: Mapping network drives

Topic C: Sharing printers