

Windows XP SP2: Basic Second Edition

Topic-Level Outline

Days: 1

Prerequisites: None

Unit 1: Getting started

Topic A: The Windows XP desktop

Topic B: The taskbar and Start menu

Topic C: Working with window components

Unit 2: The Help system

Topic A: The Help and Support Center

Topic B: The Favorites and History lists

Unit 3: Working with My Computer

Topic A: Browsing My Computer

Topic B: Working with the folder hierarchy

Unit 4: Working with files

Topic A: Creating files and folders

Topic B: Managing files and folders

Topic C: Working with floppy disks

Topic D: Working with the Recycle Bin

Unit 5: WordPad and Paint

Topic A: WordPad

Topic B: Paint

Unit 6: Customizing your workstation

Topic A: Creating and deleting shortcuts

Topic B: The Control Panel

Unit 7: Internet Explorer

Topic A: Internet Explorer basics

Topic B: Web content

Topic C: Shutting down Windows XP