

Windows XP Introduction to Personal Computers

Days of Training: 1

Overview

Students will learn the basic skills necessary to operate a personal computer.

Prerequisites

There are no pre-requisites for this course.

1392LGEE-ILT

Lesson 1: Getting Started with Personal Computers

- Identify Uses of Personal Computers
- Identify Types of Personal Computers
- Identify the Common Components of a Personal Computer
- Identify How Personal Computers Work

Lesson 2: Using a Personal Computer

- Set Up Your Computer
- Start Your Computer
- Log in to Your Computer
- Display My Computer

Lesson 3: Using Application Software

- Navigate in a Word Processing Document
- Update a Spreadsheet
- Run a Presentation
- Print Information in a Database

Lesson 4: Connecting to a Network

- Identify Types of Networks
- Access the Internet