

Microsoft Windows XP - Essentials

The course looks at the most popular Operating System from Microsoft since Windows 98. It covers the Operating System essentials as well as Administrative Tools and Windows Operating System Management Software.

→ Course Benefits

You will:

- o Be more knowledgeable in Windows XP Operating System
- o Be able to navigate around the Windows XP with ease
- o Be able to manage files and folders and work with the Recycle Bin
- o Be able to create simple word processing documents and drawings by using the WordPad and Paint accessories

→ Course Duration

7 hours (1 day)

→ Course Outline

- Getting To Know Windows XP
- Working With The Start Menu
- Working With Files And Folders
- Desktop And Taskbar
- Working With Windows XP Accessories
- Working With The Control Panel
- Optimizing And Maintaining Your Computer

→ Certification

Certificate of achievement will be awarded upon completion of assessment.

→ Who Should Attend

All are welcome.



For more information, please contact: