

# Windows XP: Basic

## Topic-Level Outline

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**Days:** 1

**Prerequisites:** *None*

Unit 1: Getting started with Windows XP

Topic A: Introducing the Windows XP desktop

Topic B: Using the taskbar and Start menu

Topic C: Working with window components

Unit 2: Getting help

Topic A: The Help and Support Center

Topic B: The Favorites and History lists

Unit 3: Working with My Computer and Windows Explorer

Topic A: Working with My Computer

Topic B: Working with Windows Explorer

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: Working with WordPad and Paint

Topic A: Using WordPad

Topic B: Using Paint

Unit 6: Customizing your workstation

Topic A: Creating and deleting shortcuts

Topic B: Using the Control Panel

Unit 7: Using Internet Explorer

Topic A: Internet Explorer basics

Topic B: Web content

Topic C: Shutting down Windows XP