

Windows XP Professional: Level 1

Course Specifications

Course number: 076570

Course length: 1 day

Certification: Internet and Computing Core Certification (IC³)

Software: Windows Professional

Course Description

This course provides a broad foundation for students so that they will have a greater awareness and confidence using personal computers. Students will gain practical information and skills, such as what a computer is, how to manage personal files and folders that they create, and how to use many of the programs that come with Windows XP.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- *There are no prerequisites for this course.*

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities.

Certification

Windows XP: Level 1 is one of two Element K courseware titles that address the Module 1 (Computing Fundamentals) objectives of the Internet and Computing Core Certification (IC³) program. Modules 2 (Key Applications) and 3 (Living Online) objectives are addressed in other Element K courseware titles. Certification candidates must pass three exams—one associated with each module—in order to earn IC³ certification.

Hardware/Software Requirements

You will need:

- 300 MHz Pentium processor or higher.
- 128 MB of RAM or more.
- 2 GB of available hard-disk space.
- Super VGA (800 x 600) video adapter and monitor.
- CD-ROM or DVD drive.
- 3.5"-disk drive.
- Keyboard.
- Microsoft Mouse or compatible pointing device.
- Sound card with speakers or headphones plugged in.
- A network interface card and network cable.
- An Internet connection with access to the World Wide Web to complete some tasks throughout the book.
- Windows XP Professional for each student and instructor computer.

Performance-Based Objectives

- Use fundamental personal computing terminology.
- Use fundamental Windows XP skills.
- Use Windows Explorer to manage files and folders.
- Use common Windows XP program techniques by working with several programs at the same time.

Course Content

Lesson 1: Getting Started with Personal Computers

- Topic 1A: Uses of Personal Computers
- Topic 1B: Types of Personal Computers
- Topic 1C: Common Computer Components
- Topic 1D: How Personal Computers Work
- Topic 1E: Start the PC

Lesson 2: Using a Personal Computer

- Topic 2A: Log On to a PC
- Topic 2B: Explore the Desktop with the Mouse
- Topic 2C: Manipulate Open Windows
- Topic 2D: Use Help And Support
- Topic 2E: Adjust the Mouse

Lesson 3: Managing Folders and Files

- Topic 3A: Folder and File Organization
- Topic 3B: Access the Windows Explorer
- Topic 3C: Use the Search Companion
- Topic 3D: Work with Folders
- Topic 3E: Work with Files
- Topic 3F: Create Shortcuts
- Topic 3G: Use the Recycle Bin

Lesson 4: Using Programs at the Same Time

- Topic 4A: Create a Document in WordPad
- Topic 4B: Use the Address Book
- Topic 4C: Format Text
- Topic 4D: Use the Calculator
- Topic 4E: Customize a Logo in Paint
- Topic 4F: Turn Off the Computer

Appendix A: Windows XP Keyboard Shortcuts

Keyboard ShortcutsTopic

Appendix B: Buying a New PC

Assess Who, What, and WhereTopic

Appendix C: Internet and Computing Core Certification (IC³) Program

Module 1 (Computing Fundamentals) ObjectivesTopic