

Introduction to Personal Computers: Using Windows XP

- **Course Number:** 084124
- **Course Length:** 0.5 day

Course Overview

By using a personal computer, you can accomplish many tasks that might be more difficult and time-consuming to accomplish on your own. Some of those tasks might include writing a letter, analyzing numeric information, or maintaining an updated list of client information; however, before you use a personal computer, you need to understand what it is and how it works. In this course, that's what you will do. Once you're comfortable with that, you will begin using your personal computer.

Prerequisites

This course was designed for the student who is completely new to personal computers and needs to learn the basics about Windows XP. If you are using the Windows XP operating system and are new to computers, you should take this course before attempting any other Element K Content courses.

There are no prerequisite courses for this course.

Audience

This course is designed for a user who has never used a personal computer and needs to use a personal computer on the job.

Course Outline

Course Introduction

3m

Course Introduction

Lesson 01 - Getting Started with Personal Computers

47m

Getting Started with Personal Computers

What is a Personal Computer?

Uses of Personal Computers

Types of Personal Computers

How Personal Computers Work

Common Components of a Personal Computer

System Unit

Disk Drives

Memory "RAM"

Central Processing Unit (CPU)

Video Card

Monitor

Keyboard and Mouse

Printers

Non-Common Components of a Personal Computer

Scanner
Joystick
Video Camera
DVD Burners
CD-ROM RW Drive
Demo - PC Tour
Lesson 01 Review

Lesson 02 - Using a Personal Computer

40m

Using a Personal Computer
Set Up and Ergonomics
Surge Protectors
Types of Ports
DVI Video Connectors
What is Software?
The Boot Process
User Accounts
Log in to Your Computer
Using the Mouse
Demo - The Mouse
Displaying My Computer
Demo - My Computer
Lesson 02 Review

Lesson 03 - Using Application Software

1h 12m

Using Application Software
Using the Keyboard
Word Processing
Microsoft Word Basics
Demo - MS Word
Spreadsheets
Microsoft Excel Basics
Demo - MS Excel
Presentations
Microsoft PowerPoint Basics
Demo - MS PowerPoint
Databases
Microsoft Access Basics
Demo - MS Access
Lesson 03 Review

Lesson 04 - Connecting to a Network

29m

Connecting to a Network
What is a Network?

Client-Server Networks
Demo - System Properties
Peer-to-Peer Networks
Uses of a Network
Accessing the Internet
Basic Browser Features
Demo - Browser
Lesson 04 Review
Course Closure

Total Duration: 3h 12m