



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

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Introduction to Personal Computers (Windows XP)

MS-PC-WNX-AX Rev 01.10

1 day

Description

This ILT series course covers the evolution of computers, types of PCs, the Input-Process-Output cycle, and fundamental computer skills. Students will learn how to switch on a PC, identify system components, use input and output devices, manage disk drives, and change monitor settings. They will also learn how to manage files and folders, use e-mail, and browse the Web with Internet Explorer.

Prerequisites

- None

Course Outline

Unit 1: Introduction to computers

Topic A: Overview of computers

Topic B: How computers work

Topic C: Starting the computer

Unit 2: Input devices

Topic A: Mouse and keyboard basics

Topic B: Other input devices

Unit 3: Processing data

Topic A: The system unit and the CPU

Topic B: Memory

Unit 4: Data storage

Topic A: Floppy disks

Topic B: Hard disks

Topic C: Other storage devices

Unit 5: Output devices

Topic A: Monitor and desktop layout basics

Topic B: Other output devices

Unit 6: Managing data

Topic A: Working with Windows Explorer

Topic B: Working with folders

Topic C: Working with files

Topic D: Protecting data against viruses

Unit 7: Working with applications

Topic A: Windows XP Accessories

Topic B: Outlook Express

Topic C: Internet Explorer 6.0

Topic D: Accessing Help and shutting down Windows XP



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