

# 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