



Software Learning Centers
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Introduction to Personal Computers : Using Windows XP

Course Specifications

Course number: 084124
Software Version Number: XP
Course length: 1/2 day

Course Description

Overview: Students will learn the basic skills necessary to operate a personal computer.

Prerequisites: There are no prerequisites for this course.

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

Benefits: Students will gain the basic skills needed to operate a personal computer.

Target student: The target student for this course is a user who has never used a computer and needs to use a computer on the job.

Hardware/Software Requirements: You will need:

- A 233 MHz or higher processor is required. A 300 MHz or higher processor is recommended.
- 128 MB of RAM is recommended as the minimum for Windows XP Professional.
- A minimum of 1.5 GB of available hard-disk space.
- Either a local CD-ROM drive, DVD drive, or access to a networked CD-ROM drive.
- A 3.5"-disk drive.
- A Microsoft Mouse, or compatible pointing device.
- A Super VGA (800 x 600) or higher resolution video adapter and monitor is recommended.
- A 14.4 Kbps or higher modem. An Internet connection with access to the World Wide Web is necessary to complete a portion of the "Networking" lesson. (Note: Internet access may require payment of a separate fee to a service provider; local charges may also apply).
- A connection to a local area network if you plan to complete a portion of the "Networking" lesson.
- A Typical installation of Windows XP Professional.

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- A default installation of Office 2000 if you plan to complete the “Using Application Software” lesson.

Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- You will prepare to use a personal computer.
- You will start a personal computer.
- You will use application software.
- You will begin networking.

Course Content

Lesson 1: Getting Started with Personal Computers

Topic 1A: Identify Uses of Personal Computers
Topic 1B: Identify Types of Personal Computers
Topic 1C: Identify How Personal Computers Work
Topic 1D: Identify the Standard Components of a Personal Computer

Lesson 2: Using a Personal Computer

Topic 2A: Set Up Your Computer
Topic 2B: Start Your Computer
Topic 2C: Log in to Your Computer
Topic 2D: Identify Storage Devices

Lesson 3: Using Application Software

Topic 3A: Open a Word Processing Document
Topic 3B: Open a Spreadsheet
Topic 3C: Open a Presentation
Topic 3D: Open a Database

Lesson 4: Networking

Topic 4A: Identify Types of Networks
Topic 4B: Identify Uses of a Network
Topic 4C: Access a Local Area Network
Topic 4D: Access the Internet

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