



XP Core Competencies (1 hour)

Launch XP

Perform basic operations

The Task Bar

Use start menu

Change start menu

Desktop Basics

- **Add and remove a desktop icon**
- **Change desktop pattern**
- **Personalized menus**

Use Windows Explorer

Display contents of drive and folders

Copy, move, rename, and delete files and folders

Saving files and folders

Control Panels

- **Adding/deleting new hardware and software**
- **Power settings**
- **Date and time settings**
- **Internet settings**
- **Mouse settings**
- **Sound and audio devices**
- **System settings**
- **User accounts settings**

Wizards

- **Accessibility**
- **Add printer**
- **Scheduled Tasks**

Internet Options

- **Remote assistance**

- **Remote desktop**
- **Windows update**

Accessories

Help and Support Center

Log off and shut down