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**THE  
ENTERPRISE  
CENTRE**

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## **Windows XP**

1 Day

### **Workshop Goal**

This one day hands-on workshop will teach participants concepts and features fundamental to using Microsoft Windows XP and common to most Windows Applications.

### **Topic Outline**

- Learning the Basics
- Exploring Window Features
- Working with Views and Toolbars
- Using Programs
- Working with Multiple Windows
- Using the Search Companion
- Organizing Files and Folders
- Using the Control Panel
- Working with Multimedia Files
- Customizing the Display
- Using the Taskbar
- Using the Start Menu
- Using Accessories
- Using the Help and Support Center
- Getting Started with Internet Explorer
- Working with Printers and Hardware

### **Recommended Prior Learning**

Completion of the **Introduction to Computers** workshop or equivalent knowledge.