Introduction to Microsoft® Windows® XP (MSFT 110)

Windows is your computer's operating system. An operating system is a group of programs that provide an interface between application software and hardware, coordinating input and output and giving hardware devices the instructions they need to carry out the requested tasks at the appropriate time. This training will allow the user to gain skills and knowledge that will allow for the individual to prove mastery in the area of computer usage on the job.

BENEFITS TO YOUR ORGANIZATION
- Computer literate employees
- Increased productivity
- Increased skill level and confidence
- Improved professionalism

COURSE OBJECTIVES
- Log on/off to Windows XP
- Use and customize the Start menu and taskbar
- Select commands in a Windows XP application
- Use Microsoft Word and Excel
- Examine components of your computer
- Create, copy, and edit files and file folders
- Change the system date and time
- Change the screen display
- Change mouse and keyboard settings
- Use Windows XP accessories Paint and Calculator
- Place a shortcut on the desktop
- Rearrange icons on the desktop
- Use Microsoft Internet Explorer
- Display Help information

TRAINING DESCRIPTION AND MATERIALS
This instructor-led course with reference text focuses on the study and application of your computer's operating system. The course comes with handouts, course manual, hands-on exercises, and work application.

HOURS AND COST
Your Introduction to Microsoft® Windows® XP course is an 18-hour training activity, scheduled at your convenience for a maximum of 10 participants. Pricing includes training administration, instruction, textbook and course materials, a certification test voucher, and an activity evaluation at the conclusion of training.

Suggested Retail Price: $3,999.00
(Additional participants may be available at an additional cost)

For additional information or to order this course, please contact your account manager.