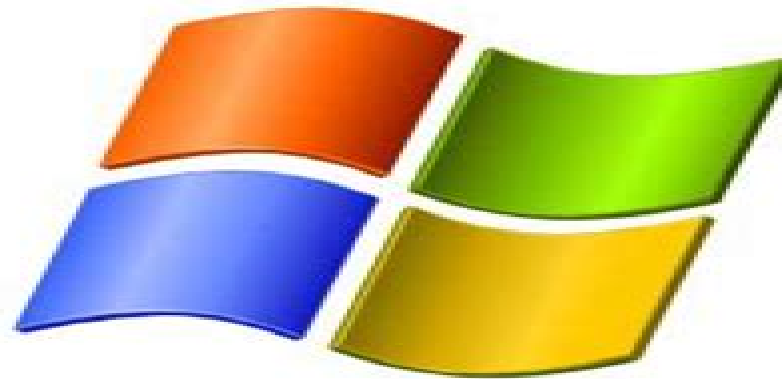




UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

Introduction to MS WINDOWS XP



Mouse
Desktop
Windows
Applications
File handling



2009 Centre for Educational Technology, University of Cape Town

Windows Xp Training Manual

TeachUcomp

The logo for TeachUcomp, featuring a stylized red and white circular graphic with a gradient effect, positioned to the right of the company name.

Windows Xp Training Manual:

Using Windows XP Angela Manning, 2002 **MCSE Training Guide (70-270)** Gord Barker, Robert L. Bogue, 2002
Annotation Expert Insight Both authors are Microsoft certified Windows XP specialists Comprehensive Organized according to the actual exam objectives our Training Guide series features Exam Tips Study Strategies Step by Step Exercises Case Studies Summaries Gord Barker MCSE currently works as a Senior Consultant for Microsoft Canada Co in Edmonton Alberta Canada He worked with Telus to complete the largest single rollout of Windows 2000 to occur prior to the product launch He currently works with large customers to deploy Microsoft technology **Managing Files and Folders for XP Training Guide** , **Advanced Windows XP Training Guide** Franklin Reid, 2014-02-13 Because of its longevity Windows XP has become a very powerful and stable place to work regardless of which of the many programs we are using There are thousands of programs written for Windows XP for use in every industry and endeavor known to us Although this is a six week course we can't teach you everything But we will go over many methods tips and tricks to help you get real control of your computer It is hoped that it will take some of the mystery and fear out of your computer use This course syllabus is designed for you to use at home with your own computer We hope it helps you in your personal computer work

Network+ Training Guide Drew Bird, Mike Harwood, 2002 Annotation The authoritative solution to passing the Network exam Has CompTIA's Authorized Quality Curriculum CAQC stamp of approval Features exam tips study strategies review exercises case studies practice exams ExamGear testing software and more This exam certifies that candidates know the layers of the OSI model can describe the features and functions of network components and have the skills needed to install configure and troubleshoot basic networking hardware peripherals and protocols The Network exam developed by CompTIA is only two years old but already is held by 50 000 individuals Readers preparing for this exam will find our Training Guide series to be an indispensable self study tool This book is their one stop shop because of its teaching methodology the accompanying ExamGear testing software and Web site support at www.quepublishing.com certification Drew Bird MCNE MCNE MCT MCSE MCP I has been working in the IT industry for over 12 years instructing for the past five Drew has completed technical training and consultancy assignments for a wide variety of organizations including the Bank of England The London Stock Exchange Iomega and the United Nations Mike Harwood MCT MCSE A has 6 years experience in IT As well as training and authoring technical courseware he currently acts as a system manager for a multi site network and performs consultancy projects for a computer networking company As a team they have written Network Exam Cram Coriolis and Network Exam Prep Coriolis *Training Guide Installing and Configuring Windows Server 2012 R2 (MCSA)* Mitch Tulloch, 2014-05-08 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your

performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities [Microsoft Windows 11 Training Manual Classroom in a Book TeachUcomp,2022-04-26](#) Complete classroom training manual for Microsoft Windows 11 308 pages and 183 individual topics Includes practice exercises and keyboard shortcuts Professionally developed and sold all over the world these materials are provided in full color PDF format with not for profit reprinting rights and offer clear concise and easy to use instructions You will learn File Explorer how to adjust system and device settings desktop management creating documents Using Microsoft Edge and much more Topics Covered Windows Basics 1 About Windows 11 2 Sign in to Windows 11 with a Microsoft User Account 3 How to Use the Mouse in Windows 11 4 How to Use Touch Gestures in Windows 11 5 The Windows 11 Desktop 6 How to Use the Start Button in Windows 11 7 How to Use the Start Menu in Windows 11 8 How to Customize the Start Menu in Windows 11 9 How to Search in Windows 11 10 How to Use Universal App Windows in Windows 11 11 How to Use Snap Layouts in Windows 11 12 How to Resize a Desktop Window in Windows 11 13 How to Scroll a Window in Windows 11 14 How to Use Multiple Desktops in Windows 11 15 How to Shut Down Windows 11 16 How to Use the Microsoft Store in Windows 11 17 Sign in Options in Windows 11 18 How to Change Your PIN in Windows 11 19 How to Use Widgets in Windows 11 File Explorer 1 File Explorer in Windows 11 2 Navigating Folders 3 Changing Folder Views 4 Sorting Folder Contents 5 Selecting Files 6 Opening a File 7 Reopening a Frequently Opened Folder 8 Creating a New Folder 9 Renaming Files and Folders 10 Cutting Copying and Pasting Files and Folders 11 Burning a CD or DVD 12 Deleting Files 13 Managing Libraries in Windows 11 14 Managing the Computer and Drives in Windows 11 15 Quick Access in Windows 11 16 OneDrive Folders in File Explorer 17 Zip Folders in File Explorer 18 Unzip Files in File Explorer Windows 11 Settings 1 Accessing Settings in Windows 11 System Settings 1 Accessing the System Settings 2 Display Settings in Windows 11 3 Sound Settings in Windows 11 4 Notifications Settings in Windows 11 5 Focus Assist Settings in Windows 11 6 Power Battery Settings in Windows 11 7 Storage Settings in Windows 11 8 Nearby Sharing Settings in Windows 11 9 Multitasking Settings in Windows 11 10 Activation Settings in Windows 11 11 Troubleshoot Settings in Windows 11 12 Recovery Settings in Windows 11 13 Projecting to This PC Settings in Windows 11 14 Remote Desktop Settings in Windows 11 15 Clipboard Settings in Windows 11 16 About Settings in Windows 11 Bluetooth Devices Settings 1 Accessing the Bluetooth Devices Settings 2 How to Enable Bluetooth in Windows 11 3 How to Add a Device in Windows 11 4 How to Manage Devices in Windows 11 5 How to Manage Printers Scanners in Windows 11 6 Your Phone Settings in Windows 11 7 How to Manage Cameras in Windows 11 8 Mouse Settings in Windows 11 9 Touchpad Settings in

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MCSE 70-293 Training Guide Will Schmied, Robert Shimonski, 2003 bull bull Thorough instruction and plenty of hands on experiences designed to help readers pass the 70 293 exam bull A complete practice exam and answer key with explanations included in the book bull A great reference book with plenty of step by step instructions to keep for real world use bull The famous Fast Facts tool used for last minute cramming and study

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 Project 3 Project Management Terms and Concepts 4 The Project Environment 5 The Title Bar 6 The Ribbon 7 The File Tab
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Toolbar 12 Keyboard Shortcuts Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in PowerPoint Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3 Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5 Record a Slide Show 6 Rehearsing Timings 7 Subtitles in a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10 Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms 2 Using Links 3 Using Actions Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations 4 Check Accessibility 5 Create a PDF Document Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1 Setting PowerPoint Options 2 Creating an Animated GIF 3 Package a Presentation for CD 4 Exporting Handouts to Word

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