



Gwani Software



TRAINING DEPARTMENT
(Knowledge & Expertise)

Windows XP Curriculum

December 2011

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Al-Ameen Abubakar, Director Training, this 5th day of Muharram, 1433
equivalent to

1/12/2011.

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Windows XP

General Description: - This course is intended to provide basic operational skills in working with Windows XP.

Aims: - The aims of this course are to:

1. To give trainee practical knowledge on working in Windows XP.
2. Avail the trainee with the common features of Windows XP.
3. Drill trainee on file maintenance procedures of windows XP.
4. Avail the trainee with security features of windows XP and data recovery steps.
5. Introduces the trainee to advanced features of windows XP.

Objectives: - The trainee at the end of the training session should be able to:

- Know how to install windows XP on a computer system
- Know how to work in windows XP
- Know how to add & remove hardware & software in Windows XP.
- Create partitions & volumes in Windows XP.
- Use windows shortcut key to do common jobs.

Target Audience: - This course should be taken by computer operators, users of Windows XP and anyone interested in using Windows XP.

Pre-requisite:- There is no any course acting as a pre-requisite to this course.

Approximate Duration: - This course requires 21 hours of class session with practical

Method of Assessment: - The trainee is to be assessed with practical assessment jobs to be given at a regular interval of time.

Methodology:- In the first part of the class, the class takes a lesson discusses it and practices it and move to next , in the last part of the class session, the class takes a lesson discusses and practices it, then a practical job relevant to the question is given to the trainee and the trainee performance is assessed. The class then moves to the next lesson in the same manner, until all the lessons are adequately covered.

Recommended resource materials: - The following are required for additional study regarding this course.

1. Walter Glenn, Tony Northrup, (2005), 'Installing, Configuring, and administering Microsoft XP Professional', Microsoft Press, Washington DC.
2. Alan Simpson, (2001), 'Windows XP Bible', Hungry minds
3. Jerry Honeycut, 'Microsoft Windows XP Registry Guide'
4. Simon Clausen, 'Windows Registry Guide', www.regedit.com

Day 1	Brief History of windows XP: OS: Function, design, multitasking, multi processing, single user, real time, batch, kernel: components of a kernel. Micro kernel, layered, monolithic, hybrid and others. Windows structure, versions file system.
Day 2	Getting Started: booting: advantage booting (F8). Safe mode, command prompt, network boot, debugging boot, normal boot, shutting down: hibernation, stand by, restart; forcing shut down: discuss common causes of dead lock.
Day 3	Opening programs & Documents: Windows state: minimize, maximize, restore up, restore down, resize window, icons, program group, launching programs, identifying application window, documents icons, shortcut, launching documents. Task bar.
Day 4	Shortcut & Hints: Common windows shortcuts keys not restricted but include ctrl A...ctrl Z, ctrl + Alt + Del, alt + F4, ctrl + print screen (Fn + print screen), ctrl + alt + print screen (Fn + alt + print screen). Helpful hints regarding windows XP.
Day 5	File maintenance: saving file, deleting file, restoring deleted file, permanently deleting file, recycle bin, adjusting the size of recycle bin copying file, moving file, sorting file, archiving file, associating file to a program, creating file shortcut, changing file icon.
Day 6	Organizing virtual office
Day 7	Personalizing screen: changing screen saver, adjusting the screen saver

	want time, adjusting screen resolution, changing colors setting, changing wallpaper, using pressure as wallpaper, out putting to dual screen, changing position of task bar, rotating screen.
Day 8	Optec, handwriting, joystick and move: speech recognition engine, handwriting aids, joystick used and more.
Day 9	Installing & Removing program: installing programs, add & remove of program, installing windows components & others.
Day 10	Installing & removing H/W: installing H/W, p n p H/W, installing H/W drivers, removing H/W & others
Day 11	Disaster prevention & recovery: recent windows XP skills on disaster prevention & Recovery.
Day 12	Update, maintenance and monitoring: windows update, scandisk, decrementing, diagnostic test, Dr. Watson, security centre, monitoring.
Day 13	Managing Multiple users: user accounts, private accounts, public accounts, limited accounts, administrator accounts, switching users, logging off user, login, passwords, password breaking diskette, pictures, changing the way user login
Day 14	Tools and techniques: recent and help full.
Day 15	Advanced windows – file icons, associating & properties <u>Assessment 1</u> <i>Practical test on file & their maintenance.</i>
Day 16	Advanced window – Partition volumes & NTFS <u>Assessment 2</u> <i>Practical test on partitions and resizing.</i>
Day 17	Advanced windows – Advanced security administration <u>Assessment 3</u> <i>Practical test on security centre and resizing.</i>
Day 18	Advanced windows – Dealing with the windows XP registry <u>Assessment 4</u> <i>Practical test on windows registry.</i>
Day 19	Advanced windows – Special features of windows XP professional <u>Assessment 5</u> <i>Practical test on windows XP special features.</i>
Day 20	Advanced windows – Installing windows XP <u>Assessment 6</u> <i>Practical test on installation of windows</i>
Day 21	Special folders & Shortcut keys <u>Assessment 7</u> <i>Test on shortcut keys.</i>