

**Grande Prairie Regional College**  
**Administrative Technology**  
**Course Outline**

**OA0111 Microsoft Office 2002 Windows XP and Windows Explorer**

**Prerequisite:** None

**Session Details:** TBA

**Instructor:** TBA

**Textbook:** Rutkowsky, Nita, Benchmark Series, Microsoft Office XP, EMC Paradigm, 2002 ISBN 0-7638-150

**Delivery Mode:** Lecture/Lab

**Course Description:** This course teaches you the fundamentals of using Windows XP and Windows Explorer.

**Course Objectives:** A. The student will obtain a proficient level of knowledge in Windows XP including:

1. Using the Windows XP desktop as a work area
2. Using the mouse
3. Using the keyboard and keyboard shortcuts
4. Using the context-sensitive menus
5. Sizing and scrolling windows
6. Starting and applications program
7. Saving and printing a document
8. Closing a program
9. Using Windows XP help
10. Shutting down Windows

B. Student will be proficient in the use of Windows Explorer including:

1. Displaying the contents of a folder
2. Expanding and collapsing a folder
3. Creating, renaming and deleting a folder
4. Changing the view
5. Selecting and copying a group of files
6. Copying and moving a file and folder

C. Students will learn and practice effective electronic file management including:

1. Coding files
2. Selecting and moving files Formatting a disk
3. Making backups
4. Deleting files
5. Organizing files
6. Copying and moving files
7. Renaming files
8. Purging files
9. Finding files using filename, search and date modified.
10. Refreshing a view of the disk
11. Deleting files
12. Emptying the recycling bin

<b><u>Grading:</u></b>	Assignments	30%
	Tests	40%
	Final Exam	30%

3 points will be deducted from each assignment for each day late.