

# File and Program Management

<i>Lesson 1: The Windows XP Environment</i>	- 3 -
<b>Topic 1A: Computer Names &amp; Account Types</b>	- 3 -
Exercise 1A: Names	- 3 -
<b>Topic 1B: Passwords and Basic Security</b>	- 4 -
Exercise 1B: Passwords	- 4 -
<i>Lesson 2: Manipulating Files</i>	- 5 -
<b>Topic 2A: An Introduction to the Windows XP Hierarchy</b>	- 5 -
<b>Topic 2B: My Computer</b>	- 5 -
<b>Topic 2C: My Network Places</b>	- 6 -
<i>Lesson 3: Using Windows Explorer</i>	- 7 -
<b>Topic 3A: Orientation to the Windows Explorer</b>	- 7 -
<b>Topic 3B: Creating Folders</b>	- 9 -
Exercise 3B: Manipulating Folders	- 9 -
<b>Topic 3C: Copying and Moving Objects</b>	- 10 -
Exercise 3C: Using copy to duplicate files	- 10 -
<b>Topic 3D: Using the Recycle Bin</b>	- 11 -
<i>Lesson 4: Saving Files</i>	- 12 -
<b>Topic 4A: File Names</b>	- 12 -
Exercise 4A: Saving	- 12 -
<b>Topic 4B: Finding Files</b>	- 13 -
<i>Lesson 5: Program Interoperability</i>	- 14 -
<b>Topic 5A Working with Multiple Programs</b>	- 14 -
<b>Topic 5B: Cut, Copy, and Paste between Programs</b>	- 14 -
Exercise 3B: Copy and Paste	- 14 -
<b>Topic 5C: Paste Special</b>	- 14 -
<i>Lesson 6: Sharing Information between Files and Programs</i>	- 15 -
<b>Topic 6A: Windows XP to Word</b>	- 15 -
<b>Topic 6B: Excel to Word, Power Point, Publisher</b>	- 15 -
<b>Topic 6C: Word and Publisher</b>	- 15 -
<b>Topic 6D: Word to Power Point</b>	- 16 -
<b>Topic 6E: Word to Outlook</b>	- 16 -
<b>Topic 6F: Access to Excel</b>	- 16 -
<i>Lab 1: Putting it all Together</i>	- 17 -
<i>Appendix A: Keyboard Shortcuts</i>	- 18 -
<i>Index</i>	- 19 -