

# Discover PC & Windows Basics



DiscoverWare's Discover PC & Windows Basics is an interactive productivity tool for users of PCs and Microsoft Windows XP. Windows XP delivers a new standard in reliability, security, performance, and ease of use. Topics include what is a computer, hardware, Windows XP basics, file management, applications, the Internet, help resources, and computer ergonomics.

DiscoverWare products combine audio, animation, and software simulation with a unique user interface to make the "discovery" of computer programs both effective and entertaining. The program is also designed to help users learn about software at their own pace, providing the control to let them repeat topics or jump to anywhere in the course.

Here's a brief overview of the Discover PC & Windows Basics interface.

The Main Menu displays all the categories within the Discover PC & Windows Basics. Within the various topics under each category, users are provided with detailed explanations and examples, as well as hands-on exercises, so they can practice what they're learning.

After completing all the topics in a category, users can find out how much they've learned by taking the Category Self Test. They can also test their overall knowledge by choosing Self Test from the Main Menu.

DiscoverWare's unique Multimedia Glossary provides a quick reference of computer terms. In many cases, users can jump directly to the exact portion of the course for a more detailed explanation.

A detailed Help function is always available to ensure users never lose their way.

## Main Menu

Move through hours of in-depth exercise – all easily accessible from the menu. DiscoverWare is hot-linked to the Help Menus of many software products, making it an ideal reference tool.

## Self Test

DiscoverWare's test feature helps you learn more about your software. Assess your proficiency at the start, as you progress, or after completing DiscoverWare. Your results are saved for future reference. Tests are available for individual categories, as well as the entire course.

## Auto Memory

By displaying your progress, DiscoverWare tracks which topics and exercises you've completed. Each time you return to DiscoverWare, Auto Memory lets you start from the beginning or from where you left off.

## Glossary

Need a term defined? This unique glossary will also show examples of how many terms are used. The ultimate in "just-in-time" reference, DiscoverWare's Glossary is what on-line help and tutorials should have been in the first place.

## Exit

Click the Close button to display a number of options, including a link to DiscoverWare's website: [www.discoverware.com](http://www.discoverware.com). Here you will find tips & tricks, updates, registration and other valuable training offerings exclusive to DiscoverWare users.



## Exercises

Practice makes perfect! Hands-on lessons, seamlessly integrated into DiscoverWare's explanations, acquaint you with many software features. DiscoverWare's interactive exercises provide step-by-step instruction, making any software easier to learn.

## Help

Click the ? for a 'user-friendly' explanation of any feature or function of DiscoverWare.



**DiscoverWare**

[www.discoverware.com](http://www.discoverware.com)  
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# Product Outline



## What is a Computer?

- The Personal Computer
  - Understand Computers
  - History Of The PC
  - Advancements
  - The First PCs
  - The PC Today
- Portable Computers
  - Laptops & Notebooks
  - Handheld PCs & Palmtops

## Hardware

- Components You Can See
  - Hardware
  - Monitor
  - System Unit
  - Keyboard
  - Pointing Devices
- The System
  - What Is A System?
  - System Case
  - Power Supply
  - Motherboard
  - CPU
  - Video Output
  - Sound
  - Connections
- The CPU
  - Central Processor
  - Processor Speed
- Memory
  - Memory
  - RAM
  - ROM
- Storage Devices
  - Storage
  - Hard Disk Drive
  - Zip Disks & Diskettes
  - CDs
  - DVDs

## Peripheral Devices

- Ports
- Printer
- Speakers & Headphones
- Fax/Modem
- Scanner
- Network Interface Cards

## The Windows XP Operating System

- An Operating System
  - Operating System
  - Your Operating System
- The Windows XP Desktop
  - Desktop Icons
  - The Taskbar
  - The Start Menu
- Log On And Off
  - Log On To Windows XP
  - Log Off Options
- Device Drivers
  - Devices
  - Device Drivers
  - Plug & Play

## Networks

- Network Basics
  - What Is A Network?
  - How A LAN Works
  - Intranets, Extranets, & The Internet
- Network Security
  - What Is Network Security?
  - Change Your Network Password
  - Firewalls
- My Network Places
  - Access Resources On A Network

## Work With Applications

- What Is An Application?
  - Types of Applications
  - What Is A Software Suite?
  - Work With Words
  - Work With Numbers
  - Manage Data
  - Work With Others
  - Communicate With E-Mail
- Install An Application
  - Use AutoPlay
  - Install An Application
  - Install A Downloaded Application
- Uninstall An Application
  - Use Add/Remove Programs Feature
- Run An Application
  - Use Programs Menu & Windows Explorer
  - Switch Between Applications

## File Management

- Files & Folders
  - Disks & Disk Drives
  - Files & Folders
  - Use My Computer
  - File Names & Extensions
  - Use Windows Explorer
  - Shortcuts
- Format A Disk
  - Format A Floppy Disk
  - Use My Computer To Format A Floppy Disk
- Organize Files & Folders
  - Create Files & Folders
  - Copy & Move Files & Folders
  - Delete & Restore Files
- Work With Files
  - Open & Close Files
  - Save Files
  - Rename Files
  - Find Files
  - Print Files



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## The Internet

- Introduction To The Internet
  - What Is The Internet?
  - Who Can Use The Internet?
  - How The Internet Works
  - Types Of Internet Connections
- Using The Internet
  - Communicate With Others
  - Access Information
  - Transfer Files
  - Netiquette
  - Business On The Internet
- E-Mail
  - Using E-Mail
  - Send E-Mail
  - Receive E-Mail
- The World Wide Web
  - What Is The World Wide Web?
  - How The Web Works
  - HTML
  - Web Browsers
  - URL
  - What Is A Home Page?
- Search The Web
  - Information On The Web
  - Search Engines
  - Perform A Query Search
- Other Internet Resources
  - Download Files
  - Zipped Files
  - Plug-ins

## Optimize Your PC

- Customize Your PC
  - Customization Tools
  - Customize the Mouse
  - Customize the Desktop
- PC Security & Maintenance
  - Computer Viruses
  - Anti-Virus Software
  - Back Up Files
  - Back Up Files In Windows XP
  - System Tools
  - Disk Defragmenter

## Help Resources

- Help For Windows XP
  - Help And Support
  - Getting Help
  - Remote Assistance
- Before You Turn To An Expert
  - Your PC Won't Start
  - When Your Program Doesn't Respond

## Computer Ergonomics

- Your Work Environment
  - Computer Ergonomics
  - Adjust Your Chair
  - Adjust Your Keyboard & Mouse
  - Adjust Your Monitor
- Ergonomic Exercises
  - Stretch & Relax
  - See An Exercise



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