

Up Coming Course

RM200

Time : 9am - 5pm

Duration : 14 Hours

Microsoft Windows XP

Why and for who?

Explores the new and improved features of Windows XP and the steps required to use the features correctly. This training also provides an entry level to attendees that are new to computers.

Presenters/speakers, teachers/instructors, sales representatives and generally anyone who are interested in learning on this operating system

What will you learn?

- 🔧 Getting Started with Windows XP
- 🔧 Working Efficiently in Windows XP
- 🔧 Managing Computer Security
- 🔧 Adding Hardware and Software
- 🔧 Working with Files and Folders
- 🔧 Personalizing Windows XP
- 🔧 Making Connection
- 🔧 Working with Graphics and Documents
- 🔧 Having Fun with Windows XP
- 🔧 Surfing the Web
- 🔧 Solving Problem
- 🔧 System Maintenance with Windows XP

Workshop Exercise

- Create Multiple User Accounts, and Switching Among Users
- Customize Desktop, Start Menu & Taskbar
- Manage Files & Folders: Change View, Create & Delete, View Properties
- Share Folders
- Screen Saver with Slide Shows of Photos
- Change Regional Setting and Add Other Languages Support
- Gather Diagnostic Information
- Disk Clean Up & Defragmentation
- Back Up and Restore Files

What will you receive?

Each participant will get a Microsoft Windows XP training manual.



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Call Cemtech now at 06-2835955 (for Melaka Customers) or 03-80684461
(for Klang Valley Customers) or email us at cemtech@po.jaring.my
to reserve a seat(s) for the above course!

All course fees are 100% claimable from PSMB-HRDF!

Any inquiry please [click here](#). Course registration, please [click here](#).

Newsletter generated by,



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