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**Programme: M.A.HUMAN RESOURCE MANAGEMENT**

**Course Title ::Information Technology for Managers**

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**UNIT II**  
**Windows XP**

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# Windows XP Overview

# Agenda

- Windows XP Concepts
- Key Features
- Windows Structure
- Desktop and Taskbar
- Accessories and Tools
- Hardware & Software Installation

# Windows XP Concepts

- Definition:
  - - Operating system by Microsoft
  - - Released in 2001
- Purpose:
  - - User-friendly interface
  - - Simplified computing

# Key Features of Windows XP

- - Enhanced graphical user interface
- - Improved hardware support
- - Built-in networking capabilities
- - System restore and recovery tools

# Windows Structure

- Components:
  - - Desktop: Main workspace
  - - Taskbar: Navigation bar
  - - Start Menu: Access programs and settings

# Desktop

- Features:
  - - Contains icons for shortcuts
  - - Right-click menu for personalization
- Default Items:
  - - My Computer, Recycle Bin, Network Places

# Taskbar

- Components:
  - - Start button
  - - Quick launch bar
  - - System tray
  - - Running application icons



# Start Menu

- Purpose:
  - - Access programs and system settings
- Key Options:
  - - Control Panel
  - - My Documents
  - - Search

# My Computer

- Purpose:
  - - Access storage drives and devices
- Features:
  - - View system information
  - - Manage files and folders

# Recycle Bin

- Function:
  - - Temporary storage for deleted files
- Options:
  - - Restore or permanently delete files

# Windows Accessories

- - Calculator: Perform basic arithmetic and scientific calculations
- - Notepad: Simple text editor
- - Paint: Create and edit images
- - WordPad: Basic word processing tool

# Windows Explorer

- Purpose:
  - - Manage files and folders
- Key Features:
  - - Drag-and-drop functionality
  - - File search options

# Entertainment Features

- - Media Player: Play audio and video files
- - Games: Pre-installed games like Solitaire, Minesweeper

# Installation of Hardware

- Steps:
  - - Connect device to the system
  - - Install drivers
  - - Test functionality

# Installation of Software

- Steps:
  - - Insert installation media or download
  - - Follow setup wizard
  - - Verify installation



# Using a Scanner

- Setup:
  - - Connect scanner to the computer
  - - Install scanner software
- Usage:
  - - Scan documents and save files

# System Tools

- - Disk Cleanup: Remove unnecessary files
- - Disk Defragmenter: Optimize storage
- - System Restore: Restore system to a previous state

# User Accounts Management

- Options:
  - - Create, delete, or modify accounts
  - - Set user permissions
- Purpose:
  - - Secure and personalized access

# Networking in Windows XP

- Features:
  - - LAN and Wi-Fi setup
  - - File and printer sharing
- Tools:
  - - Network Setup Wizard

# Conclusion

- Summary:
- - Windows XP simplified personal and professional computing
- - Tools and features enhanced productivity