After completing this lesson, you will be able to:

- Start Windows XP Professional.
- Log on to a Windows XP Professional computer on a network domain.
- Log on to a stand-alone Windows XP Professional Computer.
- Understand the components of Windows XP Professional.

(continued)

After completing this lesson, you will be able to:

- Start programs.
- Move and close windows.
- Resize windows.
- Switch between programs.
- Log off Windows XP Professional.
- Shut down Windows XP Professional.

Starting Microsoft Windows XP Professional

To start Windows XP
1. Turn on your computer.
2. Type your user name and password in the Log On to Windows dialog box and click OK.
3. Click Exit in the bottom-right corner of the Getting Started With Windows XP dialog box, if it appears.

Starting a Program

To start a program
- Double-click the program's icon on the desktop.

Or

- Click the Start button, point to All Programs, and then click the program that you want to open.

Moving a Window

To move a window
- Drag the window's title bar to the desired location.

Closing a Window

To close a window
- Click the Close button in the top-right corner of the window.

Resizing a Window

To change the size and shape of a window
- Drag the resize area or click the Minimize, Maximize, or Restore Down buttons.

Logging Off Windows

To log off Windows XP
1. Click the Start button, then click the Log Off option at the bottom of the Start menu.
2. When the Log Off Windows dialog box appears, click Log Off.

Shutting Down Windows

To shut Windows down
1. Click the Start button and then click Shut Down.
2. If necessary, click the down arrow in the Windows Shut Down dialog box. Click Shut Down in the list and then click OK.
3. Turn off the computer.