

Microsoft Windows 7

Level 1

Course Overview

This 1-day course is designed for anyone who needs knowledge in operating systems and file management skills. You will learn how to log on to Windows 7, explore its interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet.

Course Topics

Exploring Windows 7

- Identifying Personal Computer Functionality
- Logging On to Windows 7
- Exploring the Desktop
- Working with Windows
- Accessing the Help and Support Feature
- Turning Off the Personal Computer

Customizing the Windows 7 Desktop

- Customizing the Start Menu
- Customizing the Taskbar
- Personalizing the Desktop
- Adding Gadgets to the Desktop

Managing Folders and Files

- Navigating to Folders Using Windows Explorer
- Working with Folders and Files
- Securing Folders and Files
- Organizing Folders and Files
- Searching for Folders and Files

Using Common Tools and Programs in Windows 7

- Creating a Document in WordPad
- Working with the Calculator
- Capturing Screens Using the Snipping Tool
- Customizing a Graphic with the Paint Tool

Browsing the Internet

- Getting Familiar with the Internet
- Browsing Websites Using Internet Explorer
- Downloading and Installing a Gadget