

Microsoft® Windows® 7: Advanced

Course length: 1 day

Course Description: This course is the second and the last in the series of Microsoft® Windows® 7 courses. This course is designed to provide you with skills that will help you manage some of the advanced tasks available in Windows® 7. In this course, you will familiarize yourself with the advanced customization techniques and work with applications and programs in Windows® 7. In addition to this, you will also work with Internet Explorer 8, manage network communications and data, and enhance system performance.

Course Objective: You will work with Microsoft® Windows® 7 to perform advanced tasks.

Prerequisites: To ensure your success in this course, we recommend that you take the Microsoft® Windows® 7: Introduction course or have equivalent knowledge.

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ Customize the Windows 7 environment.
- ◆ Configure user accounts.
- ◆ Work with applications in Windows 7.
- ◆ Work with devices.
- ◆ Manage networks.
- ◆ Secure your system data.
- ◆ Enhance system performance.
- ◆ Work with Internet Explorer 8.

Course Content

Lesson 1: Customizing the Windows 7 Environment

Apply Aero Features
Modify Display Settings

Lesson 2: Configuring User Accounts

Create a User Account
Manage User Accounts

Lesson 3: Working with Applications in Windows 7

Schedule Tasks
Work with Media Files
Explore Games
Manage Programs

Lesson 4: Working with Devices

Modify Device Settings
Configure Removable Devices

Lesson 5: Managing Networks

An Overview of Networks
Share Files and Folders
Topic 5C: Manage Offline Files

Lesson 6: Securing System Data

Back Up Data
Restore Data
Apply Security Settings

Lesson 7: Enhancing System Performance

Improve Processing Speed
Optimize Power Consumption
Configure Windows Update Settings
Troubleshoot Problems

Lesson 8: Working with Internet Explorer 8

Manage Favorites
Manage History Files
Configure Pop-Up Settings
Configure Internet Security and Privacy Settings

If you have any questions about this course, please call CompuTrain at (713) 349-9186.