

Microsoft® Windows® 7: Introduction

Course length: 1 day

Course Description: This course is the first in a series of two Microsoft® Windows® 7 courses. This course will provide you with the basic skills needed to get started with personal computers and work with the various features, tools, and options available in the Windows 7 operating system. In this course, you will familiarize yourself with the Windows 7 environment, customize Windows 7, and manage folders and files. You will also work with simple tools and browse the Internet using Internet Explorer 8.

Course Objective: You will 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.

Target Student: This course is designed for any worker, business professional, or private individual who needs knowledge in operating systems and file management skills.

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

- ◆ Log on to Windows 7, explore its interface, and identify the different components present in the interface.
- ◆ Customize the Windows 7 desktop.
- ◆ Manage files and folders.
- ◆ Use the common tools and programs available in Windows 7.
- ◆ Browse the Internet.

Course Content

Lesson 1: Exploring Windows 7

Identify Personal Computer Functionality
Log On to Windows 7
Explore the Desktop
Work with Windows
Access the Help and Support Feature
Turn Off the Personal Computer

Lesson 2: Customizing the Windows 7 Desktop

Customize the Start Menu
Customize the Taskbar
Personalize the Desktop
Add Gadgets to the Desktop

Lesson 3: Managing Folders and Files

Navigate to Folders Using Windows Explorer
Work with Folders and Files
Secure Folders and Files
Organize Folders and Files
Search for Folders and Files

Lesson 4: Using Common Tools and Programs in Windows 7

Create a Document in WordPad
Work with the Calculator
Capture Screens Using the Snipping Tool
Customize a Graphic with the Paint Tool

Lesson 5: Browsing the Internet

Get Familiar with the Internet
Browse Websites Using Internet Explorer 8
Download and Install a Gadget

Appendix A: Windows 7 Keyboard Shortcuts

Appendix B: Personal Computer Basics

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