

# Microsoft® Windows® 7: New Features

Course length: 1 Day

**Course Description:** You are familiar with the Microsoft® Windows XP operating system. Every version of Windows includes new features and enhancements to improve on previous releases. Windows 7 is the latest release in the Microsoft® Windows operating system family. In this course, you will use the new features in Windows 7 to improve your workflow efficiency and business productivity.

**Course Objective:** You will use the new features in Windows 7 to streamline your workflow efficiency and business productivity.

**Target Student:** This course is designed for persons who are familiar with and comfortable working in Windows XP and want to upgrade to the new and enhanced features of Windows 7. This course is not for students who are first-time Windows users.

**Prerequisites:** To ensure successful completion of Windows 7: New Features, students need to have experience working in a Windows XP environment.

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

- ◆ Explore the new and enhanced features on the Windows 7 desktop.
- ◆ Manage files and folders.
- ◆ Work with the new and improved programs in Windows 7.
- ◆ Secure the computer using the enhanced and new features in Windows 7.

## Course Content

### **Lesson 1: Exploring the New Features on the Windows 7 Desktop**

Log on to Windows 7  
Explore the Desktop Context Menu Options  
Explore the Windows 7 Taskbar

### **Lesson 2: Working with Enhanced Files and Folders Management**

Examine Enhancements in Windows Explorer  
Work with Libraries  
Work with Windows  
Share Files and Folders

### **Lesson 3: Working with the New and Enhanced Programs in Windows 7**

Work with New Accessories  
Work with the Enhanced Accessories  
Browse the Internet Using Internet Explorer  
8  
Use the Windows Media Center  
Set Up and Manage Removable Devices

### **Lesson 4: Securing the Computer Using Enhanced and New Features**

Apply Security Settings  
Troubleshoot Problems

### **Appendix A: Windows XP Virtual Mode in Windows 7**

---

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