



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.

Prerequisites: *There are no Prerequisites for this course*

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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

Customizing the Windows 7 Desktop

Customize the Start Menu

Customize the Taskbar

Personalize the Desktop

Add Gadgets to the Desktop

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

