

Windows 7 Introduction

Prerequisites: None

Length: One Day

Summary: 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.

Course Content

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

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

BROWSING THE INTERNET

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