

WINDOWS 7: LEVEL 1

Available Dates: **Call for Dates**

Class Length: **1 day**

Cost: **\$299**

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Class Outline:

Days: 1

Prerequisites: Experience using a personal computer, keyboard, and mouse

Unit 1 : The Windows 7 environment

Topic A: The Windows 7 desktop

A-1:Logging on to a Windows 7 computer

A-2:Identifying desktop components

A-3:Using the mouse

Topic B: The taskbar

B-1:Using the Start menu

B-2:Switching between applications

Topic C: Window management

C-1:Moving and resizing a window

C-2:Using the Control menu buttons

C-3:Working with commands

C-4:Using scrollbars

C-5: Using the Save As dialog box

Topic D: Windows Help and Support

D-1:Picking a Help topic

D-2:Searching for Help topics

D-3:Locking and logging off of Windows 7

Unit 2:Files, folders, and libraries

Topic A: Folders and libraries

A-1: Browsing the folder hierarchy in Windows Explorer

A-2: Using libraries

A-3: Creating a folder

A-4: Renaming a folder

Topic B: Working with files

B-1:Opening files in their associated programs

B-2:Displaying file extensions and changing associations

B-3:Creating and saving a text file

B-4:Printing a file

B-5:Moving and copying files

B-6:Deleting a file

Unit 3: Managing content

Topic A: Working with Windows Explorer

A-1:Customizing Windows Explorer

A-2:Editing metadata

Topic B: Searching for content

B-1:Searching for file names and contents

Unit 4: Customizing the environment

Topic A: Icons and shortcuts

A-1: Adding shortcuts to the Start menu and taskbar

A-2:Adding shortcuts to the desktop

A-3: Customizing the Start menu and taskbar
A-4: Removing Start menu shortcuts and taskbar icons
A-5: Adding a folder to the Favorites list

Topic B: Gadgets
B-1: Inspecting gadgets

Topic C: System settings
C-1: Setting mouse properties
C-2: Setting keyboard properties
C-3: Choosing a new desktop background
C-4: Choosing a screen saver
C-5: Configuring sound settings

Unit 5: Internet Explorer 8

Topic A: Web browsing
A-1: Exploring the Internet Explorer interface
A-2: Using hyperlinks and the Address bar
A-3: Working with the History list

Topic B: Tabbed browsing
B-1: Opening and switching between tabs

Topic C: Web searching
C-1: Running a basic search
C-2: Using Google

Topic D: Customization
D-1: Working with the Favorites list
D-2: Clearing your browser history
D-3: Adding an RSS news feed

Topic E: 0 Multimedia content
E1: Playing audio content
E2: Playing video content