

WINDOWS 7: LEVEL 2

Available Dates: **Call for Availability**

Class Length: **1 day**

Cost: **\$299**

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Class Outline:

Description:

Students will learn how to configure user accounts, work with devices and printers, manage and protect important files, maintain and restore their computers, troubleshoot applications, share and access network resources, and configure power-saving plans and security settings.

Table Of Contents:

Unit 1: User accounts

Topic A: Account management

Topic B: Password management

Unit 2: Devices and printers

Topic A: Devices

Topic B: Printers

Unit 3: File management and protection

Topic A: File and folder management

Topic B: File protection

Unit 4: Programs and utilities

Topic A: Disk maintenance

Topic B: System Restore

Topic C: Troubleshooting

Unit 5: Networks and mobile computing

Topic A: Networks

Topic B: File and printer sharing

Topic C: Offline files

Topic D: Remote Assistance

Topic E: Power settings and plans

Unit 6: Security

Topic A: User Account Control

Topic B: Windows Firewall

Topic C: Windows Update

Topic D: Malware protection

Topic E: Internet Explorer security and privacy