



Microsoft Windows 7 Fundamentals

Length: 1 day

Description

This course provides you with the basic skills needed to 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.

Audience

This course is designed for any business professional or private individual who needs knowledge in operating systems and file management skills of Windows 7.

Topics

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

LESSON 2: CUSTOMIZING THE WINDOWS 7 DESKTOP

- Customize the Start Menu
- Customize the Taskbar
- Personalize the Desktop
- Add Gadgets to the Desktop

LESSON 3: 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



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LESSON 5: BROWSING THE INTERNET

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

APPENDIX A: WINDOWS 7 KEYBOARD SHORTCUTS

APPENDIX B: PERSONAL COMPUTER BASICS