

Intro to Personal Computers, Windows 7 Edition

1 day

Description

This course is for students who have little or no experience with personal computers and who want to learn the basics. Students will learn about the main components of a typical computer system and the basic elements of the Windows 7 interface. Students will learn how to navigate in Windows Explorer, organize files and folders, search for items on their computers, and personalize Windows. Students will also learn how to browse the Web with Internet Explorer 8 and how to protect their computers from malware.

Prerequisites

- None

Course Outline

Unit 1: Computer basics

Topic A: Computer components

Topic B: What makes computers work

Unit 2: Managing computer contents

Topic A: Storing items on your computer

Topic B: Working with folders

Topic C: Working with files

Unit 3: Searching for content and using Help

Topic A: Searching for data on your computer

Topic B: Windows Help and Support

Unit 4: Customizing Windows

Topic A: Shortcuts

Topic B: Gadgets

Topic C: System settings

Unit 5: Using the Internet

Topic A: Browsing the Web

Topic B: Customizing Internet Explorer

Topic C: Social networking

Unit 6: Security and maintenance

Topic A: Basic security

Topic B: Routine maintenance