

Windows 7: Basic

1 day

Description

This course teaches the core features and functions of Windows 7. Students will learn how to use the Start menu and taskbar; move and resize windows; create and manage files, folders, and libraries; edit file metadata; and search for content on their computers. Students will also create shortcuts, use gadgets, and change system settings. Finally, students will browse the Web with Internet Explorer 8, add sites to their Favorites lists, and add RSS feeds.

Prerequisites

- None

Course Outline

Unit 1: The Windows 7 environment

Topic A: The Windows 7 desktop

Topic B: The taskbar

Topic C: Window management

Topic D: Windows Help and Support

Unit 2: Files, folders, and libraries

Topic A: Folders and libraries

Topic B: Working with files

Unit 3: Managing content

Topic A: Working with Windows Explorer

Topic B: Searching for content

Unit 4: Customizing the environment

Topic A: Icons and shortcuts

Topic B: Gadgets

Topic C: System settings

Unit 5: Internet Explorer 8

Topic A: Web browsing

Topic B: Tabbed browsing

Topic C: Web searching

Topic D: Customization

Topic E: Multimedia content