

Windows 7: Basic

- Course Length: 1 Day

Course Overview

This course will introduce the Windows 7 environment to students with little to no experience working with the Windows operating system. Students will be introduced to topics such as the start menu, the desktop, managing files, folders, and libraries, as well as options for customizing the Windows 7 environment.

Audience

This course is designed for students with little to no experience working with the Windows operating system.

Course Outline

Course Introduction

Course Introduction

3m

Unit 01 - The Windows 7 Environment

Topic: The Windows 7 Desktop

Logging on

Windows 7 Desktop Components

Demo - Desktop Tour

The Mouse and Mouse Pointer

Demo - Mouse

Topic: The Taskbar and Start Menu

The Start Menu

Demo - Start Menu

Taskbar with Open Applications

Demo - Switching Applications

Topic: Window Management

Window Management

Moving and Resizing Windows

Demo - Sizing Windows

Windows Program Components

Control Menu and Buttons

Menu Bar

Ribbon vs. Toolbar

Dialog Boxes

Demo - Commands

The Save As Dialog Box

Demo - Save As

Topic: Windows Help and Support

Windows Help and Support

Windows Help and Support Toolbar

1hr 1m

Demo - Help
Shutdown and Logoff Options
Unit 01 Review

Unit 02 - Files, Folders, and Libraries

33m

Topic: Folders and Libraries

The Folder Hierarchy
Demo - Folder Hierarchy
Windows Explorer Components
Libraries
A Library's Included Locations
Creating And Deleting Libraries
Demo - Library
Folder Naming Conventions
Renaming a Folder

Topic: Working with Files

Opening Files
File Extensions and Associates
Changing File Associates
Demo - File Association
Creating a Text File
The Save As Dialog Box
Printing Files
Demo - Printing
Moving Files and Folders
Copying Files and Folders
Deleting Files and Folders
Restoring Deleted Files
Demo - Move, Copy, Delete
Unit 02 Review

Unit 03 - Managing Content

17m

Topic: Working with Windows Explorer

View Options
Choosing Folder Details
Sorting Files
Stacks
Metadata
Demo - Customizing Explorer

Topic: Searching for Content

Search Boxes
Indexed Locations
Folder Searching Options
Demo - Search
Unit 03 Review

Unit 04 - Customizing the Environment

41m

Topic: Icons and Shortcuts

Taskbar Icons
A Jump List

Creating Shortcuts
Desktop Shortcuts
Arranging Desktop Icons
Customizing the Start Menu
Removing Start Menu Icons
Deleting a Shortcut
Adding a Folder to Favorites
Demo - Shortcuts
Demo - Custom Taskbar and Start Menu
Demo - Favorites

Topic: Gadgets

Some Desktop Gadgets
The Gadget Gallery
Gadget Settings
Demo - Gadgets

Topic: System Settings

The Control Panel
Setting Mouse Properties
Demo - Mouse Properties
Setting Keyboard Properties
Personalizing Windows
Changing the Background
Setting a Screen Saver
Demo - Desktop and Wallpaper
Sound Settings
Unit 04 Review

Unit 05 - Internet Explorer 8

41m

Topic: Web Browsing

Internet Software
Internet Explorer
Internet Explorer 8
Demo - Internet Explorer
Hyperlinks
URLs and the Address Bar
The History List

Topic: Tabbed Browsing

Tabs
Tabbed Browsing
Internet Options
Demo - Tabbed Browsing

Topic: Web Searching

Search Tips
Google Services
Demo - Search Engines

Topic: Customization

The Favorites List
Deleting Your Browsing History
Demo - Privacy
Adding an RSS Feed

Demo - RSS

Topic: Multimedia Content

Windows Media Player

Playing Video

Demo - Video

Unit 05 Review

Course Closure

Total Duration: 3h 15m