



COMPLETE COMPUTING, INC.

Microsoft® Windows® 7: Level 1 (First Look)

Course length: 1.0 day(s)

Course Description

This course is the first in a series of two Microsoft® Windows® 7 courses. This course will provide you with the basic skills needed to get started with personal computers and 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.

Course Objective

You will log on to Windows 7, explore its interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet.

Prerequisites

To ensure your success in this course, we recommend that you take up the Introduction to Personal Computers course available at ElementK or possess equivalent experience.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- log on to Windows 7, explore its interface, and identify the different components present in the interface.
- customize the Windows 7 desktop.
- manage files and folders.
- use the common tools and programs available in Windows 7.
- browse the Internet.



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Course Content

Lesson 1: Exploring Windows 7

- Topic 1A: Identify Personal Computer Functionality
- Topic 1B: Log On to Windows 7
- Topic 1C: Explore the Desktop
- Topic 1D: Work with Windows
- Topic 1E: Access the Help and Support Feature
- Topic 1F: Turn Off the Personal Computer

Lesson 2: Customizing the Windows 7 Desktop

- Topic 2A: Customize the Start Menu
- Topic 2B: Customize the Taskbar
- Topic 2C: Personalize the Desktop
- Topic 2D: Add Gadgets to the Desktop

Lesson 3: Managing Folders and Files

- Topic 3A: Navigate to Folders Using Windows Explorer
- Topic 3B: Work with Folders and Files
- Topic 3C: Secure Folders and Files
- Topic 3D: Organize Folders and Files
- Topic 3E: Search for Folders and Files

Lesson 4: Using Common Tools and Programs in Windows 7

- Topic 4A: Create a Document in WordPad
- Topic 4B: Work with the Calculator
- Topic 4C: Capture Screens Using the Snipping Tool
- Topic 4D: Customize a Graphic with the Paint Tool

Lesson 5: Browsing the Internet

- Topic 5A: Get Familiar with the Internet
- Topic 5B: Browse Websites Using Internet Explorer 8
- Topic 5C: Download and Install a Gadget

Appendix A: Windows 7 Keyboard Shortcuts

Appendix B: Personal Computer Basics