



## Microsoft Windows 7: Level 1

1 day – Instructor led

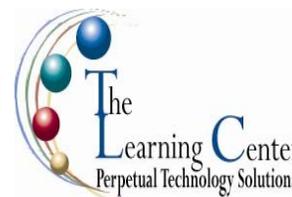
**Course Objective:** You will log on to Windows 7, explore its interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet.

**Target Student:** This course is designed for any worker, business professional or private individual who needs knowledge in operating systems and file management skills.

## 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.



## **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**

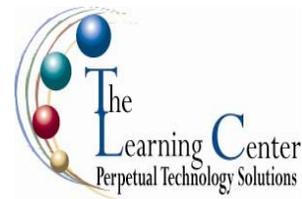
- Topic 4A:** Create a Document in WordPad
- Topic 4B:** Work with the Calculator
- Topic 4C:** Capture Screens Using the Snipping Tool
- Topic 4D:** Customize a Graphic with the Paint Tool

### **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**



## **Microsoft Windows 7: Level 2**

### **1 day – Instructor led**

#### **Course Description**

This course is the second and the last in the series of Microsoft® Windows® 7 courses. This course is designed to provide you with skills that will help you manage some of the advanced tasks available in Windows® 7. In this course, you will familiarize yourself with the advanced customization techniques and work with applications and programs in Windows® 7. In addition to this, you will also work with Internet Explorer 8, manage network communications and data, and enhance system performance.

**Course Objective:** You will work with Microsoft® Windows® 7 to perform advanced tasks.

**Target Student:** This course is designed for any knowledge worker or business professional who needs operating system and file management skills.

**Prerequisites:** To ensure your success in this course, we recommend that you take the following courses, or have equivalent knowledge: Microsoft Windows 7 Level 1.

#### **Performance-Based Objectives**

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

- Customize the Windows 7 environment.
- Configure user accounts.
- Work with applications in Windows 7.
- Work with devices.
- Manage networks.
- Secure your system data.
- Enhance system performance.
- Work with Internet Explorer 8.



## **Microsoft® Windows 7: Level 2 continued**

### **Course Content**

#### **Lesson 1: Customizing the Windows 7 Environment**

- Topic 1A: Apply Aero Features
- Topic 1B: Modify Display Settings

#### **Lesson 2: Configuring User Accounts**

- Topic 2A: Create a User Account
- Topic 2B: Manage User Accounts

#### **Lesson 3: Working with Applications in Windows 7**

- Topic 3A: Schedule Tasks
- Topic 3B: Work with Media Files
- Topic 3C: Explore Games
- Topic 3D: Manage Programs

#### **Lesson 4: Working with Devices**

- Topic 4A: Modify Device Settings
- Topic 4B: Configure Removable Devices

#### **Lesson 5: Managing Networks**

- Topic 5A: An Overview of Networks
- Topic 5B: Share Files and Folders
- Topic 5C: Manage Offline Files

#### **Lesson 6: Securing System Data**

- Topic 6A: Back Up Data
- Topic 6B: Restore Data
- Topic 6C: Apply Security Settings

#### **Lesson 7: Enhancing System Performance**

- Topic 7A: Improve Processing Speed
- Topic 7B: Optimize Power Consumption
- Topic 7C: Configure Windows Update Settings
- Topic 7D: Troubleshoot Problems

#### **Lesson 8: Working with Internet Explorer 8**

- Topic 8A: Manage Favorites
- Topic 8B: Manage History Files
- Topic 8C: Configure Pop-Up Settings
- Topic 8D: Configure Internet Security and Privacy Settings