

Windows 7



Introduction

COURSE CONTENT

Windows 7 Basics

- What is Windows 7?
- Starting Windows 7
- Introduction to the Desktop
- Working with Explorer Windows
- Working with Program Windows
- Resizing and Moving Windows
- Working with Dialog Boxes
- Getting Help
- Shutting Down Your Computer

Using the Desktop

- Working with the Start Menu
- How to Customize the Start Menu
- Creating Shortcuts
- Using the Taskbar
- Managing Multiple Windows
- How to Customize the Taskbar
- Working with Desktop Gadgets
- How to Switch Users

Working with Files and Folders

- Introduction to Files and Folders
- Viewing Folders
- Opening Folders and Files
- Exploring the Computer's Contents
- Searching for Files and Folders
- Creating and Renaming Folders
- Selecting Files and Folders
- Moving, Copying, and Deleting Files
- Using the Recycle Bin

Personalizing Windows 7

- Introduction to the Control Panel
- Personalizing the Desktop
- Modifying the Colour Scheme
- Changing the Monitor Resolution
- Selecting a Screen Saver
- Personalizing Sound Effects
- Fine-Tuning System Settings
- Modifying Folder Options
- Customizing the Start-up Folder
- Adding and Changing User Accounts

Exploring Print Features

- Printing with Windows 7
- Adding a Printer
- Working with the Print Dialog
- Working with the Print Queue
- Troubleshooting Printer Problems
- Installing Fonts

Working with Applications and the Internet

- Introduction to Windows Media Programs
- Burning Files to CD and DVD
- Creating XPS Documents
- Installing Additional Software
- Setting Up an Internet Connection
- Introduction to Internet Explorer



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