

Windows 7 – Level 1

1-day course

Course Code: O17U1

Who should attend? This course is intended for new Windows 7 users.

Prerequisites Basic microcomputer concepts as well as keyboard and mouse operations would be an asset.

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Recognize the basic interface features of Windows 7 and learn how to use them
- Use the tools necessary to manage files and folders, including the Desktop, folder windows, views, and search features
- Use networking features available in Windows 7
- Print documents, manage print queues, and cancel and resume print jobs
- Customize your Windows 7 interface, Desktop, and working environment

Course Content

The Basics
Getting Started; Start Menu; The Windows 7 Desktop; Window Components; Managing Multiple Windows; Getting Help

Files and Folders
Concepts; Folder Window Components; Libraries; Folder Window Viewing Options; Searching for Files and Folders; Selecting Folder Items; File and Folder Management; Recycle Bin; Open and Save Dialog Boxes; Removable Storage

Connectivity
Accessing a Local Network; Public Folder; Sharing Files and Folders; Mapped Drives; Internet Explorer

Printing
Overview; Adding a Local Printer; Managing Print Jobs; Network Printing

Customizing Microsoft Windows 7
Personalization; Gadgets; Shortcuts; Start Menu; Taskbar; Control Panel
