



## Microsoft Windows 7 Course Outline

### **Working with Windows**

This section will cover the basics of working with an application, a window, files, and folders. We will also discuss how to use menus, shortcut keys, and the Ribbon interface.

### **The Basic Windows 7 Applications**

Participants will learn how to use WordPad, Calculator, and Paint. We will also take a brief look at Notepad, Windows Media Player, Windows Media Center, the Snipping Tool, Sticky Notes and Windows Fax and Scan

### **Doing More with Windows 7**

This section will explore the Action Center, Internet Explorer 8, and introduce Windows Live.

### **Getting Help in Windows 7**

This section will explore various ways that users can get help, including Remote Assistance.

### **Working with Windows 7**

Participants will learn how to use the new features of windows including Aero Desktop. You will also Learn how to use the Recycle Bin and Desktop Gadgets.

### **Customizing Your Desktop**

This section will teach participants how to customize the taskbar, icons in the System Tray, the Start Menu, and the desktop.

### **Advanced File and Folder Tasks**

In this section, participants will explore various parts of Windows, including search tools, Windows Explorer, the command prompt, the file/folder management. Participants will also learn how to share information, print, and burn information onto a recordable

### **Making Windows 7 Work for You**

- This section will introduce participants to the Control Panel. We will also learn how to customize language settings, mouse behaviour, screen themes, sound schemes, screen resolution, date and time, volume settings, and start-up programs. Finally, participants will learn how to set accessibility options and customise user accounts.