



Course Description:

This course is designed to teach the student how to operate in the Windows 7 environment. It does not require any previous PC experience.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 3.5 hours (1/2 day)

Course Objectives: To understand the Windows 7 environment and navigate with a mouse and keyboard in Windows 7.

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

- Log into a Windows 7 PC and Use the Taskbar
- Navigate Windows 7 windows and Desktop
- Open a program, use Quick Access Toolbar
- Open a File and Save a File
- Cut, Copy and Paste in a File
- Understand Files and Folders and navigate them

Prerequisite: None.

Course Outline

The Fundamentals

- Starting and Logging On to Windows 7
- Understanding the Windows 7 screen
- Using the Mouse and Keyboard
- Understand the Start Menu
- Using Help and Support

Working with a Window

- Understanding the Parts of a Window
- Using Windows Aero
- Using Windows Sizing Buttons
- Moving and Resizing a Window
- Arranging Windows Automatically
- Closing a Window

Working with a Program

- Opening and Understand the Program Window
- Understanding the Ribbon and Quick Access Toolbar
- Opening and Saving a File
- Selecting and Replacing Text
- Using Undo and Redo
- Cutting, Copying and Pasting Text
- Previewing and Printing a Document
- Getting Help

Working with Folders and Files

- Opening Drives, Folders, and Files
- Understanding Windows Explorer Window
- Using Windows Explorer to Navigate your Computer
- Using, Creating, Modifying and Deleting Libraries
- Selecting, Copying, and Moving Folders and Files
- Changing Windows Layout and Views
- Sorting and Filtering Items
- Using Search

Working with the Taskbar and Desktop

- Customizing the Taskbar
- Resizing and Moving the Taskbar
- Customizing the Start Menu
- Working with Desktop Icons
- Starting a Program Automatically with Windows