RGB Technology Training Center

Microsoft Windows 7
Introduction

Course Format: Instructor-Led

Course Hours: 9 Hours

Course Description: This course is the first in a series of two Microsoft® Windows 7 courses. This course will provide you with the basic skills needed to get started with personal computers and work with the various features, tools, and options available in the Windows 7 operating system. In this course, you will familiarize yourself with the Windows 7 environment, customize Windows 7, and manage folders and files. You will also work with simple tools and browse the Internet using Internet Explorer 8.

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
    Identify Personal Computer Functionality
    Log On to Windows 7
    Explore the Desktop
    Work with Windows
    Access the Help and Support Feature
    Turn Off the Personal Computer
Lesson 2: Customizing the Windows 7 Desktop
    Customize the Start Menu
    Customize the Taskbar
    Personalize the Desktop
    Add Gadgets to the Desktop
Lesson 3: Managing Folders and Files
    Navigate to Folders Using Windows Explorer
    Work with Folders and Files
    Secure Folders and Files
    Organize Folders and Files
    Search for Folders and Files
Lesson 4: Using Common Tools and Programs in Windows 7
    Create a Document in WordPad

    Work with the Calculator
    Capture Screens Using the Snipping Tool
    Customize a Graphic with the Paint Tool
Lesson 5: Browsing the Internet
    Get Familiar with the Internet
    Browse Websites Using Internet Explorer 8
    Download and Install a Gadget