

Windows 7 Standard Topics

Maximize Window
Minimize window
Redisplay a minimized window
Move a window
Close a window
Add an icon to the desktop
Adjust icon size
Delete a folder
Create Folder – Explorer
Display Folder
Copy File Between Disks
Move a file
Move a folder
Select multiple contiguous files
Select multiple non-contiguous files
Compress files
Extract compressed files
View files and folders files – Computer window
Cut a file
Delete a file in Explorer
Restore files
Create Shortcut
Log on to the computer
Log off of the computer
Switch users
Open Office document using Start Search
Open a window by double-clicking
View the contents of the Recycle Bin
Change appearance of Documents window
Navigate through the Windows hierarchy
Help – Display Documents
Search Programs
Start Windows 7 Help
Search the Help Pages

