![KnowledgeWave]

Introduction to Windows 7

Course Length: 1 Day

Course Description

Overview:	Whether you're new to computers or just the latest version of Microsoft Windows, this fun and informative introductory course will get users proficient and comfortable with navigating the world of Windows 7. Students 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.
Prerequisites:	None

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

Course Content

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 – 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