

Soft-Train



*At Soft-Train
Technology Works*

Beginning Windows 7

1 Day

ST85079

COURSE GOAL: To provide the student with the basic knowledge for using Windows 7.

PREREQUISITES: None.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Maneuver around in Windows 7
- Use the Task Bar in Windows 7
- Understand Multi-Tasking
- Use Windows Explorer in Windows 7
- Using various new tools that are included in Windows 7.

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Do you know the changes made in Windows 7
<input type="checkbox"/>	<input type="checkbox"/>	Can you use the Taskbar in Windows 7
<input type="checkbox"/>	<input type="checkbox"/>	Can you use the Windows Explorer in Windows 7
<input type="checkbox"/>	<input type="checkbox"/>	Can you use the new tools in Windows 7
<input type="checkbox"/>	<input type="checkbox"/>	Can you map a network drive using Windows 7

If you answered NO to three or more of these questions, you should attend this class

KEY TOPICS:

I. Introduction to Windows 7

- A. Using the Mouse
- B. Windows 7
- C. Help Options
- D. Basic Input/Output for Beginners
- E. System Icons Described

II. Using the Taskbar

- A. Taskbar Basics
- B. Multi-tasking

III. File Management with Windows Explorer

- A. Windows Explorer
- B. Manipulating Files
- C. The Recycle Bin
- D. Working with Files

IV. Productivity

- A. Network Shared Resources
- B. Mapping a Network Drive
- C. Setting the Default Printer
- D. The Print Manager
- E. Creating Shortcuts
- F. Shortcut Power

V. The Accessories

- A. Calculator
- B. Word Pad
- C. Paint
- D. Snipping Tool
- E. Windows Gadgets
- F. Windows Sticky Notes
- G. Windows Sync Center
- H. Ease of Access Center

VI. Programs

- A.** Windows Fax and Scan
- B.** Windows Media Center

VII. Customizing Properties

- A.** The Mouse
- B.** The Desktop Environment
- C.** Recycle Bin
- D.** Taskbar
- E.** Locking the Workstation