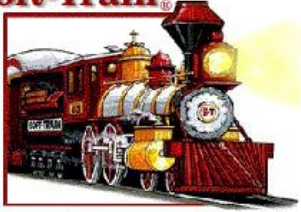


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# Advanced Windows 7 (1 Day) ST85080

**COURSE GOAL:** To provide the more experienced user with the advanced features of the Windows 7 environment

**PREREQUISITES:** Beginning Windows 7, previous level, and/or equivalent skills.

**LEARNING OBJECTIVES:**

Students will be able to:

- Use the “Send To” and “Startup” folders
- Install and Remove Programs
- Work with system management
- Troubleshoot Common Errors
- Customize the appearance

**STUDENT SELF ASSESSMENT:**

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Use the Device Manager
<input type="checkbox"/>	<input type="checkbox"/>	Troubleshoot problems with devices
<input type="checkbox"/>	<input type="checkbox"/>	Use the System Tools
<input type="checkbox"/>	<input type="checkbox"/>	Customize shortcuts
<input type="checkbox"/>	<input type="checkbox"/>	Advanced Taskbar properties.
<input type="checkbox"/>	<input type="checkbox"/>	Customize a window to immediately minimize to the taskbar
<input type="checkbox"/>	<input type="checkbox"/>	Maintain a healthy hard drive

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

**Key Topics:**

- I. Customizing The Desktop**
  - A. The Recycle Bin
  - B. General Folder Options
  - C. Viewing Files
  - D. File Types Described
  
- II. More Shortcut Power**
  - A. Customizing Shortcuts
  - B. The StartUp Folder
  - C. The Send To Folder
  - D. Advanced Taskbar Settings
  
- III. The Control Panel**
  - A. General System Properties
  - B. Adding/Removing Programs
  - C. Adding New Hardware
  - D. Desktop Themes
  - E. Date/Time
  - F. Keyboard
  - G. Internet Settings
  
- IV. System Tools Network - Shared Resources**
  - A. Disk Defragmenter
  - B. Disk Cleanup
  - C. Scan disk
  - D. System Restore
  - E. Back up and Restore Center
  
- V. Troubleshooting Techniques**
  - A. The Help Files
  - B. Checking Hard Drive Space

- C. Checking Hard Drive Space
- D. Device Manager
- E. Common Error Messages

**VI. System Protection**

- A. Temporary files
- B. Windows Defender
- C. Windows Firewall