

# Microsoft® Windows® 7: Level 1

**Course length:** 1.0 day

## Course Description

**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.

**Prerequisites:** To ensure your success in this course, we recommend that you take up the Introduction to Personal Computers course or possess equivalent experience.

## 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**

- Topic 1A:** Identify Personal Computer Functionality
- Topic 1B:** Log On to Windows 7
- Topic 1C:** Explore the Desktop
- Topic 1D:** Work with Windows
- Topic 1E:** Access the Help and Support Feature
- Topic 1F:** Turn Off the Personal Computer

### **Lesson 2: Customizing the Windows 7 Desktop**

- Topic 2A:** Customize the Start Menu
- Topic 2B:** Customize the Taskbar
- Topic 2C:** Personalize the Desktop
- Topic 2D:** Add Gadgets to the Desktop

### **Lesson 3: Managing Folders and Files**

- Topic 3A:** Navigate to Folders Using Windows Explorer
- Topic 3B:** Work with Folders and Files
- Topic 3C:** Secure Folders and Files
- Topic 3D:** Organize Folders and Files
- Topic 3E:** Search for Folders and Files

### **Lesson 4: Using Common Tools and Programs in Windows 7**

- Topic 4A:** Create a Document in WordPad
- Topic 4B:** Work with the Calculator
- Topic 4C:** Capture Screens Using the Snipping Tool
- Topic 4D:** Customize a Graphic with the Paint Tool

### **Lesson 5: Browsing the Internet**

- Topic 5A:** Get Familiar with the Internet
- Topic 5B:** Browse Websites Using Internet Explorer 8
- Topic 5C:** Download and Install a Gadget