



Windows 7 Level 1

Course ID#: 0000-100-70-W

Hours: 7

Course Content

Course Description:

In this course will learn how to use the Start menu and taskbar move and resize windows create and manage files, folders, and libraries edit file metadata and search for content on your computer. You will also create shortcuts, use gadgets, change system settings, browse the Web with Internet Explorer 8, add sites to your Favorites lists, and add RSS feeds.

Prerequisites:

None

Topics:

Windows 7 Environment

- Windows 7 Desktop
- Taskbar
- Window Management
- Windows Help and Support

Files, Folders, and Libraries

- Folders and Libraries
- Working with Files

Managing Content

- Working with Windows Explorer
- Searching for Content

Customizing the Environment

- Icons and Shortcuts
- Gadgets
- System Settings

Internet Explorer 8

- Web Browsing
- Tabbed Browsing
- Web Searching
- Customization
- Multimedia Content