

Windows 7: Level 1 + CertBlaster

ISBN-10: 1-4260-1810-X

Duration: One day

Description:

This ILT Series course teaches the core features and functions of Windows 7. You 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 their computers. You will also create shortcuts, use gadgets, and change system settings. Finally, you will browse the Web with Internet Explorer 8, add sites to their Favorites lists, and add RSS feeds.

Prerequisites: Experience using a personal computer, keyboard, and mouse

Topic-Level Outline

Unit 1 : The Windows 7 environment

*Topic A: * The Windows 7 desktop*

- A-1: Logging on to a Windows 7 computer
- A-2: Identifying desktop components
- A-3: Using the mouse

*Topic B: * The taskbar*

- B-1: Using the Start menu
- B-2: Switching between applications

*Topic C: * Window management*

- C-1: Moving and resizing a window
- C-2: Using the Control menu buttons
- C-3: Working with commands
- C-4: Using scrollbars
- C-5: Using the Save As dialog box

*Topic D: * Windows Help and Support*

- D-1: Picking a Help topic
- D-2: Searching for Help topics
- D-3: Locking and logging off of Windows 7

Unit 2 : Files, folders, and libraries

*Topic A: * Folders and libraries*

- A-1: Browsing the folder hierarchy in Windows Explorer
- A-2: Using libraries
- A-3: Creating a folder
- A-4: Renaming a folder

*Topic B: * Working with files*

- B-1: Opening files in their associated programs
- B-2: Displaying file extensions and changing associations
- B-3: Creating and saving a text file
- B-4: Printing a file
- B-5: Moving and copying files
- B-6: Deleting a file

Unit 3 : Managing content

*Topic A: * Working with Windows Explorer*

- A-1: Customizing Windows Explorer
- A-2: Editing metadata

*Topic B: * Searching for content*

- B-1: Searching for file names and contents

Unit 4 : Customizing the environment

*Topic A: * Icons and shortcuts*

- A-1: Adding shortcuts to the Start menu and taskbar
- A-2: Adding shortcuts to the desktop
- A-3: Customizing the Start menu and taskbar
- A-4: Removing Start menu shortcuts and taskbar icons
- A-5: Adding a folder to the Favorites list

*Topic B: * Gadgets*

- B-1: Inspecting gadgets

*Topic C: * System settings*

- C-1: Setting mouse properties
- C-2: Setting keyboard properties
- C-3: Choosing a new desktop background
- C-4: Choosing a screen saver
- C-5: Configuring sound settings

Unit 5 : Internet Explorer 8

*Topic A: * Web browsing*

- A-1: Exploring the Internet Explorer interface
- A-2: Using hyperlinks and the Address bar
- A-3: Working with the History list

*Topic B: * Tabbed browsing*

- B-1: Opening and switching between tabs

*Topic C: * Web searching*

- C-1: Running a basic search
- C-2: Using Google

*Topic D: * Customization*

- D-1: Working with the Favorites list
- D-2: Clearing your browser history
- D-3: Adding an RSS news feed

*Topic E: * Multimedia content*

- E-1: Playing audio content
- E-2: Playing video content