

Windows 7: Level 2 + CertBlaster

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Duration: One day

Description:

You should take this ILT Series course if your goal is to become more proficient in using Windows 7. You will learn how to configure user accounts, work with devices and printers, manage and protect important files, maintain and restore their computers, troubleshoot applications, share and access network resources, and configure power-saving plans and security settings.

Prerequisites: Windows 7: Level 1

Topic-Level Outline

Unit 1 : User accounts

Topic A: * Account management

- A-1: Creating a user account
- A-2: Editing and deleting a user account
- A-3: Switching users and logging off

Topic B: * Password management

- B-1: Creating a password and locking an account
- B-2: Changing and deleting a password
- B-3: Disabling a user account

Unit 2 : Devices and printers

Topic A: * Devices

- A-1: Exploring devices
- A-2: Installing devices
- A-3: Safely removing a device

Topic B: * Printers

- B-1: Installing a local printer
- B-2: Printing a document and managing the print queue
- B-3: Removing a printer

Unit 3 : File management and protection

Topic A: * File and folder management

- A-1: Setting files as read-only and hidden
- A-2: Changing folder navigation settings
- A-3: Changing folder view settings

Topic B: * File protection

- B-1: Scheduling a backup
- B-2: Restoring folders and files from a backup
- B-3: Securing your data with BitLocker To Go (Optional)

Unit 4 : Programs and utilities

Topic A: * Disk maintenance

- A-1: Freeing up disk space
- A-2: Defragmenting a drive and changing the schedule

Topic B: * System Restore

- B-1: Installing a program
- B-2: Creating a restore point
- B-3: Uninstalling a program
- B-4: Restoring the computer to a previous state

Topic C: * Troubleshooting

- C-1: Closing an unresponsive program
- C-2: Troubleshooting a problem
- C-3: Making an older program compatible with Windows 7
- C-4: Recording and reporting a problem
- C-5: Booting using advanced startup options (Optional)

Unit 5 : Networks and mobile computing

Topic A: * Networks

- A-1: Discussing networks and resources
- A-2: Connecting to a workplace network with a VPN

Topic B: * File and printer sharing

- B-1: Enabling Public folder sharing
- B-2: Sharing files by using Public folders
- B-3: Sharing files and folders
- B-4: Accessing a shared file on the network
- B-5: Sharing a printer
- B-6: Installing a network printer
- B-7: Mapping a network drive

Topic C: * Offline files

- C-1: Making a network file available offline
- C-2: Manually synchronizing offline and network files

Topic D: * Remote Assistance

- D-1: Getting help by using Remote Assistance
- D-2: Helping someone in a Remote Assistance session

Topic E: * Power settings and plans

- E-1: Exploring power-saving modes
- E-2: Configuring power settings
- E-3: Creating a custom power plan
- E-4: Exploring the Windows Mobility Center (laptops only)

Unit 6 : Security

Topic A: * User Account Control

- A-1: Exploring User Account Control settings

Topic B: * Windows Firewall

- B-1: Checking the status of Windows Firewall
- B-2: Configuring firewall exceptions

Topic C: * Windows Update

- C-1: Configuring automatic updates
- C-2: Manually updating Windows

Topic D: * Malware protection

- D-1: Displaying a system's malware protection status
- D-2: Scanning your computer for malware
- D-3: Configuring Windows Defender

Topic E: * Internet Explorer security and privacy

- E-1: Configuring the SmartScreen Filter
- E-2: Configuring security zones
- E-3: Managing your browsing data
- E-4: Exploring privacy options