

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Create and navigate files
- * Start and shutdown an application
- * Produce and store a document, worksheet and presentation
- * Access and retrieve data for editing
- * Edit simple data to a required format and layout
- * Start and shutdown Windows
- * Manage file storage
- * Navigate within the environment
- * Print Files
- * Customise the environment
- * Work with the Web
- * Set the computer for people with disabilities

PREREQUISITES

None

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

A FIRST LOOK AT WINDOWS 7

- * Windows 7 - Different versions
- * Working with windows
- * Resizing, maximising, minimising and closing windows
- * The Start button and Start menu
- * Running a program using the Start menu
- * Entering text into a program
- * Saving data
- * Opening a file within a program
- * Shutting down Windows
- * Closing an application that is not responding

THE WINDOWS DESKTOP

- * What is the Windows Desktop?
- * Desktop icons
- * Moving a Desktop icon
- * Windows Taskbar
- * Taskbar clock
- * Customising your Desktop
- * Setting a screen saver and background
- * Enabling and disabling Window Aero
- * The Sidebar and gadgets
- * Customising computer settings such as screen resolution, clock, language and region

APPLICATIONS

- * Running more than one program at a time
- * WordPad, Notepad & Calculator
- * Welcome Center
- * Switching between programs
- * Using Windows Flip 3D
- * Cascading windows
- * Displaying windows side by side
- * Peep, shake, snap and jump lists.
- * Installing & removing programs
- * Creating and using a Desktop shortcut
- * Shutting down an application that has frozen
- * Restarting the computer
- * Customise and close a gadget

HELP

- * Using the "Getting Started" Window
- * How to get help
- * Printing a Help topic
- * Browsing for Help
- * Displaying basic information about your computer

FILES, FOLDERS AND DISKS

- * Types of drive and drive letters
- * Windows Explorer
- * Views within Windows Explorer
- * Types of Windows Explorer icons
- * Drives, Folders and Files
- * Data storage devices

MANIPULATING FOLDERS

- * Creating a folder and a subfolder
- * Renaming a folder
- * Deleting a folder
- * Displaying folder details

MANIPULATING FILES

- * Viewing file details
- * Sorting the file list within the Windows Explorer
- * Recognising common file types
- * Selecting multiple files
- * Changing file attribute status
- * Renaming and deleting files
- * Restoring files and folders from the Recycle Bin
- * Emptying the Recycle Bin

COPYING AND MOVING FILES

- * The Windows Clipboard
- * Moving files between folders
- * Copying files between folders
- * Backups and backing up data to a removable drive

FILE COMPRESSION

- * What is file compression?
- * Extracting compressed files
- * Compressing files

SEARCHING FOR DATA

- * Viewing recently accessed files
- * Searching for files on your hard disk
- * Advanced searching

PRINTING ISSUES

- * Selecting a printer
- * Changing the default printer
- * Installing a new printer on the computer
- * Using the Print Manager

VIRUSES, SPYWARE AND COOKIES

- * What are computer viruses?
- * What is spyware?
- * What are cookies?
- * Virus checking programs
- * Scanning for viruses
- * Updating anti-virus programs