



BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

**Number of Days:** 1/2

**Format:** Instructor-Led

**Class Code** WIN7

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

### Course Description:

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 working with applications.

### 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 available at ElementK or possess equivalent experience.

### Hardware Requirements:

For this course, you need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configuration:

- Intel Pentium IV 800 MHz or higher
- Minimum 512MB of RAM or higher
- 128 MB graphics processor that supports DirectX 9.0
- Generic Monitor (1024x768)
- 16 GB hard disk space for 32 bit or 20 GB hard disk space for 64 bit
- DVD R/RW drive
- High-speed Internet connection

### Software Requirements:

- Microsoft Windows 7
- DirectX 9.0

### Performance-Based 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.
- Work with Applications in Windows 7

# Microsoft Windows 7: End-User

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## Course Outline

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| <b>Lesson 1: Exploring Windows 7</b>  |
| <ul style="list-style-type: none"><li>■ Topic 1A: Explore the Desktop</li><li>■ Topic 1B: Work with Windows</li><li>■ Topic 1C: Access the Help and Support Feature</li></ul>   |
| <b>Lesson 2: Customizing the Windows 7 Desktop</b>  |
| <ul style="list-style-type: none"><li>■ Topic 2A: Customize the Start Menu</li><li>■ Topic 2B: Customize the Taskbar</li><li>■ Topic 2C: Personalize the Desktop</li><li>■ Topic 2D: Apply Aero Features</li><li>■ Topic 2E: Modify Display Settings</li><li>■ Topic 2F: Download and Install a Gadget</li><li>■ Topic 2G: Add Gadgets to the Desktop</li></ul> |
| <b>Lesson 3: Managing Folders and Files</b>   |
| <ul style="list-style-type: none"><li>■ Topic 3A: Navigate to Folders Using Windows Explorer</li><li>■ Topic 3B: Work with Folders and Files</li><li>■ Topic 3C: Secure Folders and Files</li><li>■ Topic 3D: Organize Folders and Files</li><li>■ Topic 3E: Search for Folders and Files</li><li>■ Topic 3F: Share Folders and Files</li></ul>                 |
| <b>Lesson 4: Using Common Tools and Programs in Windows 7</b>   |
| <ul style="list-style-type: none"><li>■ Topic 4A: Capture Screens Using the Snipping Tool</li><li>■ Topic 4B: Problem Step Recorder</li></ul>   |
| <b>Lesson 5: Working with Applications in Windows 7</b>   |
| <ul style="list-style-type: none"><li>■ Topic 5A: Manage Programs</li><li>■ Topic 5B: Manage Favorites</li><li>■ Topic 5C: Manage History Files</li><li>■ Topic 5D: Configure Pop-Up Settings</li><li>■ Topic 5E: Configure Internet Security and Privacy Settings</li></ul>  |