

Windows 7

What offers this course?

In this course you learn the basic functions of Windows 7. Besides you will learn how this system can be customized individually. Managing files, folders and drives is another important topic this course places its focus on. Furthermore you will learn different applications in connection with Windows 7 and how to use it within networks.



The learning content in overview:

Introduction

- Overview of Windows 7

Working with programs and windows

- Starting Windows
- Window elements
- The Start Menu
- Working with windows
- The Task bar
- Jump lists
- Exiting programs
- Setting up the desktop
- Screen and keyboard settings
- Program installation and default printers
- Troubleshooting

Administering files

- Drives, folders, and files - the basics
- An introduction to Windows Explorer
- Navigating with Windows Explorer
- Representation of elements in Windows Explorer
- Creating folders and files
- Setting up libraries
- Selecting objects
- Copying and moving objects
- Context menu and special settings
- Naming folders and files
- Compressed (zipped) folders
- Sending data by e-mail
- Burning CDs and DVDs
- Working with the Recycle Bin
- In the company network

Searching for data and folders

- Searching in a folder
- Desktop search
- Expanding searches

Working with the Notebook

- Connecting computers
- Mobility Center
- Power settings

Data security

- Backing up your data regularly
- Protecting files and folders
- Virus protection

Helpful additional programs

- Screen shots
- Word processing
- Working with Sticky Notes
- Surfing the internet

What are the course requirements?

Being acquainted with using the mouse and keyboard.

Number of lessons: 46

Processing time approx. 5 hours

This course designed according to didactical standards provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. Via an alphabetical index you can search for topics that you are especially interested in.