Windows 7 Level 1 - Outline

TABLE OF CONTENTS
WINDOWS 7 LEVEL 1 - INTRODUCTION
COURSE REQUIREMENTS
COMPONENTS OF THE MANUAL
TRAINING FILES
WHAT'S NEW IN WINDOWS 7?

LESSON 1 - BASICS

- 1.1 OPERATING SYSTEM BASICS
- 1.2 A LOOK AT THE DESKTOP
- 1.3 USING THE MOUSE
- 1.4 USING THE KEYBOARD
- 1.5 OPENING AND CLOSING WINDOWS
- 1.6 MINIMIZING AND MAXIMIZING WINDOWS
- 1.7 MOVING A WINDOW
- 1.8 RESIZING A WINDOW
- 1.9 SWITCHING BETWEEN WINDOWS
- 1.10 USING COMMAND BUTTONS
- 1.11 USING MENUS
- 1.12 USING SHORTCUT MENUS
- 1.13 USING THE START MENU
- 1.14 USING HELP
- 1.15 SHUTTING DOWN YOUR COMPUTER

LESSON SUMMARY – THE FUNDAMENTALS

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - WORKING WITH FOLDERS AND DISKS

- 2.1 A LOOK AT WINDOWS DISK ORGANIZATION
- 2.2 WORKING WITH NAVIGATION PANE
- 2.3 USING THE FOLDER TREE
- 2.4 CREATING NEW LIBRARIES
- 2.5 WORKING WITH THE FAVORITES FOLDER
- 2.6 NAVIGATING USING THE ADDRESS BAR
- 2.7 CHANGING WINDOW VIEW
- 2.8 SORTING AND FILTERING THE CONTENTS OF A FOLDER
- 2.9 CHANGING EXPLORER LAYOUT
- 2.10 SETTING FOLDER OPTIONS
- 2.11 CREATING A NEW FOLDER
- 2.12 WORKING WITH PERSONAL FOLDERS
- 2.13 CREATING A SHORTCUT TO A FOLDER

LESSON SUMMARY – WORKING WITH FOLDERS AND DISKS

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 - FILE AND FOLDER MANAGEMENT

- 3.1 RENAMING FILES AND FOLDERS
- 3.2 COPYING FILES AND FOLDERS
- 3.3 MOVING FILES AND FOLDERS
- 3.4 DELETING FILES AND FOLDERS
- 3.5 RESTORING A DELETED FILE
- 3.6 EMPTYING THE RECYCLE BIN
- 3.7 SEARCHING FOR A FILE OR FOLDER
- 3.8 SAVING SEARCHES
- 3.9 SELECTING MULTIPLE FILES AND FOLDERS
- 3.10 WORKING WITH FILE PROPERTIES
- 3.11 COMPRESSING FILES AND FOLDERS

LESSON SUMMARY – WORKING WITH FILES AND FOLDERS LESSON 3 QUIZ

LAB 3 – ON YOUR OWN

LESSON 4 - WORKING WITH APPLICATIONS

- 4.1 OPENING APPLICATIONS FROM THE START MENU
- 4.2 SWITCHING BETWEEN PROGRAMS
- 4.3 OPENING AND CLOSING A DOCUMENT
- 4.4 ENTERING AND EDITING TEXT IN WORDPAD
- 4.5 SELECTING TEXT
- 4.6 CUTTING, COPYING AND PASTING TEXT
- 4.7 INSERTING SPECIAL CHARACTERS
- 4.8 FORMATTING TEXT
- 4.9 SETTING PARAGRAPH TABS
- 4.10 SAVING A DOCUMENT
- 4.11 CREATING STICKY NOTES
- 4.12 SNIPPING THE SCREEN
- 4.13 FORCING AN APPLICATION TO CLOSE

LESSON SUMMARY – WORKING WITH APPLICATIONS LESSON 4 QUIZ

LAB 4 – ON YOUR OWN

LESSON 5 - CUSTOMIZING THE TASKBAR AND DESKTOP

- 5.1 MOVING THE TASKBAR
- 5.2 WORKING WITH TASKBAR TOOLBARS
- 5.3 SETTING TASKBAR PROPERTIES
- 5.4 ADDING APPLICATIONS TO THE TASKBAR
- 5.5 CUSTOMIZING THE START MENU
- 5.6 CHANGING THE DESKTOP BACKGROUND
- 5.7 CHANGING THE DESKTOP THEME
- 5.8 CHANGING THE THEME COLOR
- 5.9 SAVING A CUSTOM THEME
- 5.10 USING DESKTOP GADGETS

LESSON SUMMARY – CUSTOMIZING THE START MENU AND THE DESKTOP LESSON 5 QUIZ

LAB 5 – ON YOUR OWN

LESSON 6 - EXPLORING THE CONTROL PANEL

- 6.1 ABOUT THE CONTROL PANEL
- 6.2 MODIFYING DATE AND TIME PROPERTIES
- 6.3 ADDING A SCREEN SAVER
- 6.4 SETTING POWER MANAGEMENT OPTIONS
- 6.5 MODIFYING THE SCREEN RESOLUTION
- 6.6 SETTING FOLDER OPTIONS
- 6.7 CHANGING OR REMOVING PROGRAMS
- 6.8 CHANGING DEFAULT PROGRAMS
- 6.9 CHANGING FILE TYPE ASSOCIATED WITH A PROGRAM
- 6.10 CHANGING AUTOPLAY SETTINGS
- 6.11 MODIFYING MOUSE OPTIONS
- 6.12 ADMINISTRATOR ACCESS TOOLS

LESSON SUMMARY – EXPLORING THE CONTROL PANEL

LESSON 6 QUIZ

LAB 6 – ON YOUR OWN

LESSON 7 - USING INTERNET TOOLS

- 7.1 SETTING UP AN INTERNET CONNECTION
- 7.2 STARTING INTERNET EXPLORER
- 7.3 BROWSING A WEB PAGE
- 7.4 CREATING FAVORITES
- 7.5 ORGANIZING FAVORITES
- 7.6 SETTING INTERNET OPTIONS
- 7.7 SEARCHING THE INTERNET
- 7.8 DOWNLOADING WINDOWS LIVE ESSENTIALS

LESSON SUMMARY – GOING ON THE INTERNET

LESSON 7 QUIZ

LAB 7– ON YOUR OWN

CLASS PROJECT

INDEX