



Course Title: Microsoft Windows 7 & Internet

Duration: 16 hours

Course Outline

Basic Level

Unit 1: The windows 7 Environment

- Log on to Windows 7 and identify the desktop components
- Use the Start button to open applications, and use the taskbar to switch between applications
- Move and resize windows, work with commands, and use dialog boxes
- Use Windows Help and Support to find information and solutions to problems, and logoff of Windows

Unit 2: Files, Folders, and Libraries

- Create and Manage folders and libraries
- Create and manage files

Unit 3: Managing content

- Customize Windows Explorer, and edit file metadata
- Search the computer for specific content

Unit 4: Customizing the environment

- Customize your desktop and Start Menu
- Use Windows 7 gadgets
- Configure system settings by using the Control Panel

Unit 5: Internet Explorer 8

- Browse the World Wide Web by using Internet Explorer
- Use the tabbed browsing feature in Internet Explorer
- Conduct searches in Internet Explorer
- Customize Internet Explorer
- Access multimedia content and software on the Web
- Clearing your browsing history
- Mail setup – Hotmail or Gmail

Advanced Level

Unit 1: User Accounts

- Create, edit, and delete a user account, switch users, and log off an account.
- Set and manage passwords, lock an account, and disable an account

Unit 2: Devices and Printers

- Work with your devices, install a device, and safely remove a device
- Install and manage local printers.

Unit 3: File management and protection

- Set file attributes, and customize view settings in Windows Explorer.

Unit 4: Programs and utilities

- Perform routine disk maintenance tasks.
- Install and uninstall software.
- Close unresponsive programs.

Unit 5: Security

- Configure automatic updates, and manually update Windows.