

Module 1 –Getting Starting in Windows 7

- Operating Systems
- Logging on to Windows 7
- The Windows 7 Desktop
- Using the Start Menu
- Working with the Taskbar
- Managing Open Windows with Snap & Aero

Module 2 – Organizing and Storing Files in Windows 7

- Storage
- Files, Folders, & Drives
- Using Windows Explorer
- Understanding Libraries
- Creating Shortcuts
- Using the Search Assistant
- Using the Recycle Bin
- Using Flash Drives

Module 3 – Windows Tools & Applications

- Windows Applets
- Creating a Letter using WordPad
- Using the Calculator
- Saving Your Work
- Using Paint to Learn Copy & Paste
- Using the Snipping Tool

Module 4 – Customizing the Desktop and Using Help

- Customizing the Desktop
- Customizing the Start Menu
- Customizing the Taskbar
- Finding Help

Module 5 – Exploring the Internet

- Starting Internet Explorer
- What is a Search Engine
- Search Tips and Techniques
- Tabbed Browsing
- Favorites Center
- Safety Settings
- Maintaining Internet Explorer