

Duration 1-2 days

Pre Requisites

This course is aimed at both business and personal users who wish to learn about Microsoft's new operating system. Previous experience with earlier versions of Windows would be an advantage.

Objectives

Delegates will be introduced to the new interface and learn about the different flavours of Windows 7.

Course Content

- **Introduction to Windows 7**
 - Exploring the DeskTop
 - Using the Windows Taskbar
 - Exploring Control Panel
 - Updating Windows System Files
- **Managing User Accounts**
 - Understanding User Accounts and Permissions
 - Creating and Managing User Accounts
 - Limiting Computer Access
 - Disabling or Deleting a User Account
- **Managing Your Network**
 - Connecting to a Network
 - Creating and Working with a HomeGroup
 - Sharing Files on your Network
 - Managing a Network Connection
- **Navigating Windows 7 and Folders**
 - Working with Windows 7
 - Understanding Files, Folders and Libraries
 - Connecting to Network Resources
- **Connecting to the Web with Windows 7**
 - Connecting to the Internet
 - Setting Up Internet Explorer 8
 - Displaying Web Sites
 - Working with Tabs and Pages
 - Working with Web Page Content
 - Subscribing to Web Feeds
- **Managing Internet Explorer 8**
 - Personalizing Internet Explorer 8
 - Blocking Pop-Up Windows
 - Configuring Internet Security Zones
- **Changing Visual Elements**
 - Applying and Modifying a Standard Theme
 - Implementing a Screen Saver
- **Changing System Settings**
 - Modifying the Start Menu
 - Modifying the Taskbar
 - Managing the Date and Time Display
 - Changing the Computer Name
 - Configuring Power Options
- **Setting Up Hardware Devices**
 - Installing Peripheral Devices
 - Working with Local and Remote Printers
 - Displaying your DeskTop on Multiple Screens
 - Setting Up Sound Devices
 - Changing Mouse and Keyboard Settings