

# Introduction to Personal Computers Using Windows® 7

**Course length:** 1.0 day

## Course Description

**Course Objective:** You will familiarize yourself with the basic components of personal computers, log on to Windows 7, explore the Windows 7 interface, manage files and folders, use the common tools and programs available in Windows 7, customize the Windows 7 desktop, and browse the Internet.

**Target Student:** This course is targeted to individuals who do not have any background, knowledge, or experience in computers and who need to use personal computers at home or the office.

**Prerequisites:** There are no prerequisites required for this course.

## Course Objectives

Upon successful completion of this course, students will be able to:

- examine the parts that make up a personal computer to familiarize yourself with the basic components and individual functions of each component.
- explore the Windows 7 operating system after logging on to it using the personal computer.
- manage files and folders using Windows Explorer to navigate to folders and manage files.
- understand application software, and use common tools and applications that are part of the Windows 7 operating system such as the WordPad word processor, the Paint tool, the Calculator tool, among others.
- customize the Windows 7 desktop using the customizing tools and shortcuts to personalize the desktop to suit your business requirements.
- examine networking tools and features so that you can browse for information using the Internet.

# Course Content

## Lesson 1: Getting Started with Personal Computers

**Topic 1A:** Identify Personal Computer Basics

**Topic 1B:** Identify Input Devices

**Topic 1C:** Identify Output Devices

**Topic 1D:** Identify Storage Devices

**Topic 1E:** Set Up the Computer

**Topic 1F:** Examine Personal Computer Functionality

## Lesson 2: Exploring Windows 7 Operating System

**Topic 2A:** Log On to Windows 7 Operating System

**Topic 2B:** Explore the Desktop

**Topic 2C:** Work with Windows

**Topic 2D:** Use Windows Help and Support

**Topic 2E:** Turn Off Personal Computers

## Lesson 3: Managing Folders and Files

**Topic 3A:** Navigate to Folders with Windows Explorer

**Topic 3B:** Work with Folders and Files

**Topic 3C:** Copy Data on Storage Media

## Lesson 4: Using Common Tools and Programs

**Topic 4A:** Examine Application Software

**Topic 4B:** Create a Document in WordPad

**Topic 4C:** Work with the Calculator

**Topic 4D:** Customize a Graphic with the Paint Tool

## Lesson 5: Customizing the Windows 7 Desktop

**Topic 5A:** Customize the Start Menu

**Topic 5B:** Customize the Taskbar

**Topic 5C:** Personalize the Desktop

**Topic 5D:** Set a Screen Saver

**Topic 5E:** Add Gadgets

## Lesson 6: Browsing the Internet

**Topic 6A:** An Overview of Networks

**Topic 6B:** Browse Websites with Internet Explorer 8