

Microsoft® Windows® 7: Level 2

Course length: 1.0 day

Course Description

This course is the second and the last in the series of Microsoft® Windows® 7 courses. This course is designed to provide you with skills that will help you manage some of the advanced tasks available in Windows® 7. In this course, you will familiarize yourself with the advanced customization techniques and work with applications and programs in Windows® 7. In addition to this, you will also work with Internet Explorer 8, manage network communications and data, and enhance system performance.

Course Objective: You will work with Microsoft® Windows® 7 to perform advanced tasks.

Target Student: This course is designed for any knowledge worker or business professional who needs operating system and file management skills.

Prerequisites: To ensure your success in this course, we recommend that you take the following courses, or have equivalent knowledge.

- Introduction to Personal Computers
- Microsoft® Windows® 7: Level 1 (First Look)

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Objectives

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

- customize the Windows 7 environment.
- configure user accounts.
- work with applications in Windows 7.
- work with devices.
- manage networks.
- secure your system data.
- enhance system performance.
- work with Internet Explorer 8.

Course Content

Lesson 1: Customizing the Windows 7 Environment

- Topic 1A: Apply Aero Features
- Topic 1B: Modify Display Settings

Lesson 2: Configuring User Accounts

- Topic 2A: Create a User Account
- Topic 2B: Manage User Accounts

Lesson 3: Working with Applications in Windows 7

- Topic 3A: Schedule Tasks
- Topic 3B: Work with Media Files
- Topic 3C: Explore Games
- Topic 3D: Manage Programs

Lesson 4: Working with Devices

- Topic 4A: Modify Device Settings
- Topic 4B: Configure Removable Devices

Lesson 5: Managing Networks

- Topic 5A: An Overview of Networks
- Topic 5B: Share Files and Folders
- Topic 5C: Manage Offline Files

Lesson 6: Securing System Data

- Topic 6A: Back Up Data
- Topic 6B: Restore Data
- Topic 6C: Apply Security Settings

Lesson 7: Enhancing System Performance

- Topic 7A: Improve Processing Speed
- Topic 7B: Optimize Power Consumption
- Topic 7C: Configure Windows Update Settings
- Topic 7D: Troubleshoot Problems

Lesson 8: Working with Internet Explorer 8

- Topic 8A: Manage Favorites
- Topic 8B: Manage History Files
- Topic 8C: Configure Pop-Up Settings
- Topic 8D: Configure Internet Security and Privacy Settings