



## Windows 7 Level 1 - Basic

This course teaches the core features and functions of Windows 7. Students will learn how to use the Start menu and taskbar move and resize windows create and manage files, folders, and libraries edit file metadata and search for content on their computers. Students will also create shortcuts, use gadgets, and change system settings. Finally, students will browse the Web with Internet Explorer 8, add sites to their Favorites lists, and add RSS feeds.

### Course Length

1 day

### Prerequisites

No prerequisites for this course

### Topics

#### Unit 1: The Windows 7 environment

**Topic A:** The Windows 7 desktop

**Topic B:** The taskbar

**Topic C:** Window management

**Topic D:** Windows Help and Support

#### Unit 2: Files, folders, and libraries

**Topic A:** Folders and libraries

**Topic B:** Working with files

#### Unit 3: Managing content

**Topic A:** Working with Windows Explorer

**Topic B:** Searching for content

#### Unit 4: Customizing the environment

**Topic A:** Icons and shortcuts

**Topic B:** Gadgets

**Topic C:** System settings

#### Unit 5: Internet Explorer 8

**Topic A:** Web browsing

**Topic B:** Tabbed browsing

**Topic C:** Web searching

**Topic D:** Customization

**Topic E:** Multimedia content