



# Computer Consulting And Software Training

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## Microsoft Windows 7: Level 1

### Course Content

#### Lesson 1: Exploring Windows 7

- Topic 1A: Identify Personal Computer Functionality
- Topic 1B: Log On to Windows 7
- Topic 1C: Explore the Desktop
- Topic 1D: Work with Windows
- Topic 1E: Access the Help and Support Feature
- Topic 1F: Turn Off the Personal Computer

#### Lesson 2: Customizing the Windows 7 Desktop

- Topic 2A: Customize the Start Menu
- Topic 2B: Customize the Taskbar
- Topic 2C: Personalize the Desktop
- Topic 2D: Add Gadgets to the Desktop

#### Lesson 3: Managing Folders and Files

- Topic 3A: Navigate to Folders Using Windows Explorer
- Topic 3B: Work with Folders and Files
- Topic 3C: Secure Folders and Files
- Topic 3D: Organize Folders and Files
- Topic 3E: Search for Folders and Files

#### Lesson 4: Using Common Tools and Programs in Windows 7

- Topic 4A: Create a Document in WordPad
- Topic 4B: Work with the Calculator
- Topic 4C: Capture Screens Using the Snipping Tool
- Topic 4D: Customize a Graphic with the Paint Tool

#### Lesson 5: Browsing the Internet

- Topic 5A: Get Familiar with the Internet
- Topic 5B: Browse Websites Using Internet Explorer 8
- Topic 5C: Download and Install a Gadget