



Training Solutions, Inc.

## Windows 7 Basics Course Outline

### Section 1 - Hardware

- Computer system
- Monitor and keyboard
- CPU
- Modems
- Printers
- Disk storage systems

### Section 2 - Software

- Operating systems software
  - DOS to Windows 7
- Units of measure
- File naming conventions
- Command Prompt
- Application software

### Section 3 - Using Windows 7

- User Accounts
- Account types and passwords
- Desktop
- Windows Explorer
- Libraries and folders
- Start applications
- Manage multiple windows
- Menus and dialog boxes

### Section 4 - Views and Folder

#### Options

- Icon views
- Folder options
- New folders
- Desktop shortcuts
- AutoPlay options

### Section 5 - Manage Files and Folders

- Create folders
- Sort and arrange files
- Rename files
- Copy and move files
- Aero Peek Preview in Windows 7
- File properties
- Search documents
- Deleting files and other items

### Section 6 - Maintain your Computer

- Disk Cleanup
- Task Scheduler
- Backup and Restore
- Task Manager
- Shut down