

# Windows 7 Differences Online

<b>Audience</b>	This course is appropriate for those who are already familiar with the basics of Windows. Students should have used applications in Windows and be somewhat familiar with the Windows environment. They should be comfortable with basic concepts such as the desktop; files and folders; windows manipulation and customizing the Windows environment. No previous knowledge of Windows 7 is necessary.
<b>Description</b>	The course uses a combination of lecture and hands-on practice to familiarize students with the new/different features in Windows 7. Starting with getting acquainted as well as customizing the Windows 7 environment, students then learn how to manipulate files and folders and finally customizing the elements in Windows 7.
<b>Objectives</b>	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none"><li>■ Understand and customize the Desktop, Taskbar and Jump List,</li><li>■ Manipulate windows,</li><li>■ Adding menu options to the start menu,</li><li>■ Working with gadgets and help,</li><li>■ Display files and use the folder buttons in the folder window,</li><li>■ Use libraries to organize folders</li><li>■ Create and delete folders</li><li>■ Move and copy folders</li><li>■ Create desktop shortcuts</li><li>■ Search for content and clean up unneeded files/folders</li><li>■ Manage system settings with the Control Panel</li><li>■ Use Task Manager to close a program</li><li>■ Display hidden files and file extensions</li></ul>
<b>Length</b>	3 hours – login 20 minutes before class start time.

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- I. Getting Acquainted with the Windows 7 Environment**
- A. Understanding and Customizing the Start Menu and Desktop
  - B. Working with Gadgets
  - C. Using New Windows Accessories
  - D. Working with the Taskbar
  - E. Setting Up the Jump List

- F. Manipulating Windows
  - G. Adding/Deleting shortcuts on the Desktop
  - H. Using Help
- II. Working with Files and Folders**
- A. Displaying Files and Folders
  - B. Using Folder Buttons
  - C. Organizing Folders with Libraries



- D. Creating/Deleting Folders
- E. Moving/Copying Folders and Files
- F. Searching for Content

### **III. Customizing Windows 7**

- A. Creating Desktop Shortcuts
- B. Cleaning Up Files and Defragmenting the Disk
- C. Showing Hidden Files and Extensions
- D. Using Task Manager
- E. Backing Up Files
- F. Managing System Settings with the Control Panel
  - 1. Mouse
  - 2. Add a printer
  - 3. Desktop
  - 4. Sound