

Course Overview

This half day course is intended for computer users who are migrating from Microsoft Windows XP to the new Windows 7 operating system. You will learn the new features in Windows 7 to improve your workflow efficiency and business productivity. This will include new features on the Windows 7 desktop, enhancements to file and folder management, the new and enhanced programs in Windows 7, and the additional security and troubleshooting features.

Course Preparation

Prerequisite Course: *Microsoft Windows XP Level 1* or equivalent experience.

Course Topics

Exploring the New Features on the Windows 7 Desktop

- Logging on to Windows 7
- Exploring the Desktop Context Menu Options
- Exploring the Windows 7 Taskbar

Working with Enhanced Files and Folders Management

- Examining Enhancements in Windows Explorer
- Working with Libraries
- Working with Windows
- Sharing Files and Folders

Working with the New and Enhanced Programs in Windows 7

- Working with New Accessories
- Working with the Enhanced Accessories
- Browsing the Internet Using Internet Explorer 8
- Using the Windows Media Center
- Setting Up and Manage Removable Devices

Securing the Computer Using Enhanced and New Features

- Applying Security Settings
- Troubleshooting Problems