

Windows 7

Computer Essentials



Duration: 1 Day Course Code: Win7F

Students will learn the required fundamentals of using a computer, how to create and manage their files, access and save data to and from digital media and learn practical uses for the Internet and the resources it has to offer.

Learning Outcomes

By the end of this course students will be able to work confidently with a variety of programs and access information from Hard drives, network drives, DVD's and USB sticks, understand directory structure and be able to create, save and access files from required locations, designed as a perfect starting point for someone starting out with computers or finally learning how to use them properly.

Prerequisites

This course is designed for students with little or no knowledge of windows. Basic computer awareness, keyboard and mouse skills are preferred.

Welcome to Windows

- What's new in Windows 7
- Starting up Windows 7
- Logging into the system
- Exploring the Windows Environment
- Standard Windows Features
- Windows Aero Tricks and Tips
- 3D Window Flipping
- Handy Navigation Shortcuts

Computer Terminology

- Understanding Hardware vs. Software
- Megabytes to Terabytes explained
- Megahertz and speed ratings
- USB and Storage Options
- Resolution and screen sizes

Modifying the look & feel

- Customising your computer
- Adjusting Date and Time
- Mouse and Keyboard Settings
- Creating Cycling Desktop Backgrounds
- Creating Shortcuts
- Pinning Items the Taskbar and Start Menu
- Adding Desktop Gadgets

Working with Applications

- Standard Windows Programs
- Creating a Document in WordPad
- Editing/Creating Images in Paint
- Using the Calculator
- Exploring the Snipping Tool
- Using Media Player and Media Tools

File Management

- Understanding Files and Folders
- Using Windows Explorer
- Accessing drives and resources
- Understanding directory paths
- Saving/Opening files from chosen locations
- Where do I save my files and why?
- Accessing files from digital media like digital cameras
- Cut, Copy and Paste

Understanding the Internet

- Using the Internet
- Useful Internet Resources
- Using Search Engines
- Useful Websites
- Working with Email
- Downloading Applications
- Windows Updates

Business Applications

- Useful Programs
- Adobe Acrobat
- Installing Flash
- Microsoft Office components and their usage
- Other Applications (Real Alternative, iTunes...)

Computer Maintenance

- What must I know to keep my computer running smoothly
- Disk Cleanup
- Scandisk
- Disk Defragmentation
- Cleaning up un-needed programs

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- Glossary of Terms
- Useful Keyboard Shortcuts

