

Introduction to Personal Computers Using Windows® 7

Course length: 1.0 day

Course Description

Course Objective: You will familiarize yourself with the basic components of personal computers, log on to Windows 7, explore the Windows 7 interface, manage files and folders, use the common tools and programs available in Windows 7, customize the Windows 7 desktop, and browse the Internet.

Target Student: This course is targeted to individuals who do not have any background, knowledge, or experience in computers and who need to use personal computers at home or the office.

Prerequisites: There are no prerequisites required for this course.

Course Objectives

Upon successful completion of this course, students will be able to:

- examine the parts that make up a personal computer to familiarize yourself with the basic components and individual functions of each component.
- explore the Windows 7 operating system after logging on to it using the personal computer.
- manage files and folders using Windows Explorer to navigate to folders and manage files.
- understand application software, and use common tools and applications that are part of the Windows 7 operating system such as the WordPad word processor, the Paint tool, the Calculator tool, among others.
- customize the Windows 7 desktop using the customizing tools and shortcuts to personalize the desktop to suit your business requirements.
- examine networking tools and features so that you can browse for information using the Internet.

Course Content

Lesson 1: Getting Started with Personal Computers

Topic 1A: Identify Personal Computer Basics

Topic 1B: Identify Input Devices

Topic 1C: Identify Output Devices

Topic 1D: Identify Storage Devices

Topic 1E: Set Up the Computer

Topic 1F: Examine Personal Computer Functionality

Lesson 2: Exploring Windows 7 Operating System

Topic 2A: Log On to Windows 7 Operating System

Topic 2B: Explore the Desktop

Topic 2C: Work with Windows

Topic 2D: Use Windows Help and Support

Topic 2E: Turn Off Personal Computers

Lesson 3: Managing Folders and Files

Topic 3A: Navigate to Folders with Windows Explorer

Topic 3B: Work with Folders and Files

Topic 3C: Copy Data on Storage Media

Lesson 4: Using Common Tools and Programs

Topic 4A: Examine Application Software

Topic 4B: Create a Document in WordPad

Topic 4C: Work with the Calculator

Topic 4D: Customize a Graphic with the Paint Tool

Lesson 5: Customizing the Windows 7 Desktop

Topic 5A: Customize the Start Menu

Topic 5B: Customize the Taskbar

Topic 5C: Personalize the Desktop

Topic 5D: Set a Screen Saver

Topic 5E: Add Gadgets

Lesson 6: Browsing the Internet

Topic 6A: An Overview of Networks

Topic 6B: Browse Websites with Internet Explorer 8