



# Introduction to Personal Computers Using Microsoft® Windows® 7

Duration: 1 Day

Method: Instructor-Led

## Course Description

Welcome to *Introduction to Personal Computers Using Microsoft® Windows® 7*. Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows® 7 interface. This course will help you to define what a PC is, 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

This course is intended for new computer users who want to use the basic tools and features of Windows® 7. No particular prerequisite skills are required, but any previous exposure to personal computers and the Internet is helpful.

## 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.



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## 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