

WELCOME TO WINDOWS 7

UNIT 1: WINDOWS 7 BASICS

Lesson 1: Getting Your First Look

Logging On to Windows

Passwords
Creating Your Own Passwords
What Happens During the Startup Process?
The Windows Seven Desktop
BEHIND THE SCREEN: Basic Computer Components

Using a Mouse
Mouse Motions

Using Gadgets

Clicking with the Right Mouse Button
Standard Gadgets
Adding and Removing Gadgets

Logging Off and Switching Users

Switch User

Shutting Down Windows Seven

Shut Down Methods
Restart
Sleep
Hibernate
Shut Down

Lesson 3: Working with a Program

Using Program Commands

Menu Bars
Ribbon Commands

Saving Your Work

Where Your Work Is Located
Files and Folders
Choosing a Storage Location
Creating a Filename
Save Versus Save As

Using the Work Area

Mouse Pointers
Tool Galleries
Scroll Bars

Lesson 2: Starting Programs

Working with the Start Menu

About Commands
Start Menu Panes
Jump Lists on the Start Menu
Launching Programs
Recently Used Programs List
Pinning Programs to the Start Menu

Controlling Program Windows

Quick Sizing Buttons
Moving and Resizing Program Windows
Nonstandard Program Windows

Working with the Windows Taskbar

Notification Area
Pin and Unpin Programs to the Taskbar

Multitasking

Program Switching
The Flip Command
Show Desktop, Aero Peek, and Aero Shake
BEHIND THE SCREEN: The Usefulness of Multitasking

Lesson 3: Working with a Program – cont.

Typing with WordPad

WordPad Ribbon
The Cursor and the Mouse Pointer
Special Keys on the Keyboard

Editing Text

Selecting Text
Formatting Text

Using Cut, Copy, and Paste

Printing a Document

UNIT 2: FILE MANAGEMENT

Lesson 4: Finding Files

Learning About Storage Media

Types of Storage Devices
Viewing Storage Drives in Windows Seven
BEHIND THE SCREEN: Drive Designations

Plugging In and Unplugging a Flash Drive

Using Windows Explorer

Common Folder Window Tasks
Locating Personal Folders
Locating Public Folders
Navigating Your Drives and Folders
The Address Bar
Back and Forward Buttons

BEHIND THE SCREEN: Units of Measure for Computer Storage

Changing the Folder View

Identifying the Contents of a Folder

The Folders Pane

Searching for Files

How Search Works

Lesson 5: Storing Files

Creating Folders

BEHIND THE SCREEN: How Files Are Stored in Your Computer

Procedures for Creating New Folders

Renaming Files or Folders

Creating Subfolders

Moving and Copying Folders and Files

The Cut, Copy, and Paste Method
How Commands Work
Drag and Drop Method
Selecting Multiple Files

Deleting and Restoring Folders and Files

The Recycle Bin
Deleting Folders and Files
Restoring Folders and Files

Organizing Digital Pictures and Videos

Via Folders
Via Windows Photo Gallery
Via Organizer and Album Programs

Burning CDs and DVDs

About CD/DVD Media
Windows Seven's CD/DVD Burning Utility
Third-Party CD-Burning Utilities

UNIT 3: BEYOND THE BASICS

Lesson 6: Using the Internet

Introducing the Internet

The World Wide Web
Equipment Used to Connect to the Internet
Connection Types
Web Browsers
Understanding Uniform Resource Locators (URLs)
Basic Navigation
Hyperlinks
Tabbed Browsing
Favorites

Performing a Basic Web Search

How Search Engines Work
Basic Search Techniques
BEHIND THE SCREEN: The World of Search Engines

Defending Yourself from Web Threats

Firewall Software
Antivirus Software

Lesson 7: Using the Control Panel and Help in Windows Seven

Using Windows Help and Support

Searching by Contents
Searching by Keyword
Including Online Help

Using the Windows Control Panel

Control Panel Views

Installing Software

What Happens During Installation
Installing Software from a Disc
Uninstalling or Changing a Program
Downloading Programs from the Web

Controlling the Screen

Screen Resolution Settings
BEHIND THE SCREEN: Resolutions and Your Monitor
LCD Monitors and Aspect Ratios
LCD Panels and Wide Screens
Changing the Background Image

Defragmenting Drives

Defragmentation

Using Windows Update

What Windows Update Does
Automatic vs. Manual Updating
What Happens During the Installation Process?
BEHIND THE SCREEN: The Trend toward Automatic Updates

Using System Restore

How It Works
Automatic Restore Points