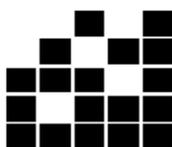# Introduction to Personal Computers: Windows 7

Audience   This course is appropriate for those who want to become familiar with the personal computer and the basics of Windows. No previous knowledge of Windows 7 is necessary.

Description   The course uses a combination of lecture and hands-on practice to familiarize students with personal computers and the features in Windows 7. Starting with getting acquainted with the Windows 7 environment, students learn how to manage files and folders and customize other features in Windows 7.

Objectives   Upon successful completion of the class, students should be able to:

- Understand and customize the Desktop, Taskbar and Jump List,
- Manipulate windows,
- Add items to the Start Menu,
- Display files and use the folder buttons in the folder window,
- Create and delete folders,
- Move and copy folders,
- Use libraries to organize folders,
- Search for content and remove unnecessary files/folders,
- Create desktop shortcuts,
- Use a browser to find information on the Internet.

Length   3.5 hours

I. **Computer basics --BRIEF**

   A. Computer components

      1. Identifying basic components

      2. Defining computer components

   B. What makes computers work?

      1. Starting the computer

      2. Using the mouse

      3. Opening applications

      4. Closing applications

II. **Managing computer contents**

   A. Storing items on your computer

      1. Examining data storage devices--BRIEF

   B. Working with folders

      1. Identifying window components

      2. Browsing the folder hierarchy in Windows Explorer

      3. Creating and naming a folder

   C. Working with files

      1. Opening files in their associated programs

      2. Creating and saving a text file

      3. Printing a file

      4. Moving and copying files

      5. Deleting and restoring files

III. Searching for content and using Help

    A.   Searching for data on your computer

        1.   Searching for file names and contents

    B.   Windows Help and Support

        1.   Picking a Help topic

        2.   Searching Help and Support

IV. Customizing Windows

    A.   Adding shortcuts to the Start menu and taskbar

    B.   Adding shortcuts to the desktop

    C.   Removing Start menu shortcuts and taskbar icons

    D.   Adding a folder to the Favorites list

V. The Internet

    A.   Browsing the Web

        1.   Examining the Internet Explorer interface

        2.   Using hyperlinks and the Address bar

        3.   Working with the History list

        4.   Opening and switching between tabs

    B.   Customizing Internet Explorer

        1.   Managing Favorites

        2.   Clearing your browsing history

VI. Security and maintenance

    A.   Locking and logging off of your computer

    B.   Shutting down your computer