

Windows 7: Transition from Windows XP: (First Look)

Course Description

You are familiar with the Microsoft® Windows XP operating system. Every version of Windows includes new features and enhancements to improve on previous releases. Windows 7 is the latest release in the Microsoft® Windows operating system family. In this course, you will use the new features in Windows 7 to improve your workflow efficiency and business productivity.

Course Objective: You will use the new features in Windows 7 to streamline your workflow efficiency and business productivity.

Target Student: This course is designed for persons who are familiar with and comfortable working in Windows XP and want to upgrade to the new and enhanced features of Windows 7. This course is not for students who are first-time Windows users.

Prerequisites: To ensure successful completion of Windows 7: Transition from Windows XP (First Look), students need to have experience working in a Windows XP environment.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

- Intel® Pentium® IV 1 GHz or higher
- Minimum 1GB of RAM or higher
- 128 MB graphics processor that supports DirectX® 9.0
- Generic Monitor (1024x768)
- 16 GB hard disk space for 32 bit or 20 GB hard disk space for 64 bit
- USB 2.0 Thumb Drive with a minimum capacity of 1 GB
- DVD R/RW drive
- High-speed Internet connection

Performance-Based Objectives

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

- explore the new and enhanced features on the Windows 7 desktop.
- manage files and folders.
- work with the new and improved programs in Windows 7.
- secure the computer using the enhanced and new features in Windows 7.

Course Content

Lesson 1: Exploring the New Features on the Windows 7 Desktop

Topic 1A: Log on to Windows 7

Topic 1B: Explore the Desktop Context Menu Options

Topic 1C: Explore the Windows 7 Taskbar

Lesson 2: Working with Enhanced Files and Folders Management

Topic 2A: Examine Enhancements in Windows Explorer

Topic 2B: Work with Libraries

Topic 2C: Work with Windows

Topic 2D: Share Files and Folders

Lesson 3: Working with the New and Enhanced Programs in Windows 7

Topic 3A: Work with New Accessories

Topic 3B: Work with the Enhanced Accessories

Topic 3C: Browse the Internet Using Internet Explorer 8

Topic 3D: Use the Windows Media Center

Topic 3E: Set Up and Manage Removable Devices

Lesson 4: Securing the Computer Using Enhanced and New Features

Topic 4A: Apply Security Settings

Topic 4B: Troubleshoot Problems