



The Office Wiz Training, Consulting and Support Services

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COURSE DESCRIPTION FOR INTRODUCTION TO PERSONAL COMPUTER BASICS WITH MICROSOFT® WINDOWS® 7*

How well do you know your computer? This class is ideal for the beginner who wants to understand how personal computers work. Gain a greater confidence in dealing with your computer by mastering basic concepts related to personal computers. Explore Windows 7 techniques and become acquainted with applications. The class is instructor-led and has many hands-on activities. Learn 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.
- 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.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

None - no experience required.

SPECIFIC CLASS 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

*Content adaptable for various versions of Microsoft Windows.

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- 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

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- Intel® Pentium® IV 800 MHz or higher
- Minimum 512MB 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
- DVD R/RW drive
- High-speed Internet connection
- A few recordable CDs/DVDs
- Microsoft® Windows® 7
- DirectX® 9.0