The Office Wiz
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COURSE DESCRIPTION FOR
MICROSOFT® WINDOWS® 7: LEVEL 1

Did you miss the basics or are you a computer newbie? This course will prepare you to work with your favorite applications including the Internet. You will be introduced to important computer, network and Internet basics. Essential file management techniques make this class a must for all computer users. It is instructor-led with hands-on activities. Learn to:

- Log on to Windows 7, explore its interface, and identify the different components present in the interface.
- Customize the Windows 7 desktop.
- Manage files and folders.
- Use the common tools and programs available in Windows 7.
- Browse the Internet.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

You need a basic understanding of personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Exploring Windows 7
    Identify Personal Computer Functionality
    Log On to Windows 7
    Explore the Desktop
    Work with Windows
    Access the Help and Support Feature
    Turn Off the Personal Computer
Lesson 2: Customizing the Windows 7 Desktop
    Customize the Start Menu
    Customize the Taskbar
    Personalize the Desktop
    Add Gadgets to the Desktop
Lesson 3: Managing Folders and Files
    Navigate to Folders Using Windows Explorer
    Work with Folders and Files
    Secure Folders and Files
    Organize Folders and Files

Search for Folders and Files
Lesson 4: Using Common Tools and Programs in Windows 7
Create a Document in WordPad
Work with the Calculator
Capture Screens Using the Snipping Tool
Customize a Graphic with the Paint Tool
Lesson 5: Browsing the Internet
Get Familiar with the Internet
Browse Websites Using Internet Explorer 8
Download and Install a Gadget
Appendixes: Windows 7 Keyboard Shortcuts and Personal Computer Basics

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
* Microsoft® Windows® 7 Ultimate Edition
* DirectX® 9.0

OTHER WINDOW CLASSES

* Tricks Everyone Needs To Know
* Keystroke Mania