



The Office Wiz Training, Consulting and Support Services

(303) 330-0565
Theofficewiz@prodigy.net
www.theofficewiz.biz

COURSE DESCRIPTION FOR MICROSOFT® WINDOWS® 7: TRANSITION FROM WINDOWS® XP

Are you transitioning into Windows 7? This first glance will acquaint you with the basic new features of Microsoft's latest operating system. Learn to:

- Explore the new and enhanced features on the Windows 7 desktop.
- Manage files and folders.
- Work with the new and improved programs.
- Secure the computer using the enhanced and new features.

LENGTH

One four hour session.

PREREQUISITES

You should have a good basic understanding of Microsoft Windows XP as well as a basic understanding of personal computers.

SPECIFIC CLASS CONTENT

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

Log On to Windows 7

Explore the Desktop Context Menu Options

Explore the Windows 7 Taskbar

Lesson 2: Working with Enhanced File and Folder Management

Examine Enhancements in Windows Explorer

Work with Libraries

Work with Windows

Share Files and Folders

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

Work with New Accessories

Work with the Enhanced Accessories

Browse the Internet Using Internet Explorer 8

Use the Windows Media Center

Set Up and Manage Removable Devices

Lesson 4: Securing the Computer Using Enhanced and New Features

Apply Security Settings

Troubleshoot Problems

Appendix A: Windows XP Virtual Mode in Windows 7

NECESSARY SOFTWARE AND HARDWARE

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

OTHER WINDOW CLASSES

- Level 1
- Tricks Everyone Needs To Know
- A Refresher
- Keystroke Mania