

Windows 7:

Basic

Topic-Level Outline

Days: 1

Prerequisites: Experience using a personal computer, keyboard, and mouse

Unit 1: The Windows 7 environment

Topic A: The Windows 7 desktop

Topic B: The taskbar

Topic C: Window management

Topic D: Windows Help and Support

Unit 2: Files, folders, and libraries

Topic A: Folders and libraries

Topic B: Working with files

Unit 3: Managing content

Topic A: Working with Windows Explorer

Topic B: Searching for content

Unit 4: Customizing the environment

Topic A: Icons and shortcuts

Topic B: Gadgets

Topic C: System settings

Unit 5: Internet Explorer 8

Topic A: Web browsing

Topic B: Tabbed browsing

Topic C: Web searching

Topic D: Customization

Topic E: Multimedia content