



1750 N. Florida Mango Rd
Suite 302
West Palm Beach, Fl. 33409
561.840.8080
training@compotec.com
www.compotec.com



Learning Solutions



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Microsoft® Windows® 7: Level 1

Course Specifications
Course number: 084092
Course length: 1.0 day(s)

Course Objective/Description: You will log on to Windows 7, explore its interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet.

Target Student: This course is designed for any worker, business professional or private individual who needs knowledge in operating systems and file management skills.

Performance-Based Objectives

Upon successful completion of this course, students will be able 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.

Course Content

Lesson 1: Exploring Windows 7

Topic 1A: Identify Personal Computer Functionality
Topic 1B: Log On to Windows 7
Topic 1C: Explore the Desktop
Topic 1D: Work with Windows
Topic 1E: Access the Help and Support Feature
Topic 1F: Turn Off the Personal Computer

Lesson 2: Customizing the Windows 7 Desktop

Topic 2A: Customize the Start Menu
Topic 2B: Customize the Taskbar
Topic 2C: Personalize the Desktop
Topic 2D: Add Gadgets to the Desktop

Lesson 3: Managing Folders and Files

Topic 3A: Navigate to Folders Using Windows Explorer
Topic 3B: Work with Folders and Files
Topic 3C: Secure Folders and Files
Topic 3D: Organize Folders and Files
Topic 3E: Search for Folders and Files

Lesson 4: Using Common Tools and Programs in Windows 7

Topic 4A: Create a Document in WordPad
Topic 4B: Work with the Calculator
Topic 4C: Capture Screens Using the Snipping Tool
Topic 4D: Customize a Graphic with the Paint Tool

Lesson 5: Browsing the Internet

Topic 5A: Get Familiar with the Internet
Topic 5B: Browse Websites Using Internet Explorer 8
Topic 5C: Download and Install a Gadget