



# Microsoft Windows 7

## Module 1



INFOCUS COURSEWARE

Module Series

Order Code: INF760

ISBN: 978-1-921721-32-8

### ❖ General Description

The skills and knowledge acquired in **Microsoft Windows 7 Module 1** are sufficient to be able to use and operate the software to perform tasks that include starting applications, creating folders, copying and moving files, creating and using Libraries, perform searches and personalise Windows.

### ❖ Learning Outcomes

At the completion of **Microsoft Windows 7 Module 1** you should be able to:

- gain an overview of **Windows 7** including windows and menus
- use the **Start** menu and **Taskbar** to open and manage programs
- use **Windows 7** to install, update and uninstall programs
- understand data storage and navigate your computer's drives, folders and files
- navigate the folder hierarchy and work with folders
- manage files on the computer
- understand the purpose and function of libraries, and how to manage libraries
- work with the **Recycle Bin** to manage deleted items
- work with **Favourites** and shortcuts in **Windows Explorer**
- use **Windows 7's** search facility to locate files on your computer
- personalise your computer and the desktop
- work with desktop icons, including creating, selecting, arranging and deleting
- manage your printer and printing tasks in **Windows 7**
- manage user accounts
- understanding the security and safety features of **Windows 7**
- learn how to use **Windows Help** and **Support**

### ❖ Target Audience

This course is designed for users who are keen to extend their understanding and knowledge of the operating system software Microsoft Windows 7.

### ❖ Prerequisites

The course assumes little or no knowledge of the Microsoft Windows 7, however basic keyboard and mouse skills would be useful.

### ❖ Pages

164 pages

### ❖ Nominal Duration\*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

### ❖ Student Files

Many of the topics in **Microsoft Windows 7 Module 1** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF760**.

### ❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

### ❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

\* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Thursday, June 28, 2012 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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## Contents

### ➤ Starting Off With Windows 7

- ✓ Turning On The Computer
- ✓ Logging On
- ✓ The Windows 7 Screen
- ✓ Running Programs From The Start Menu
- ✓ The Anatomy Of A Window
- ✓ Minimising And Maximising A Window
- ✓ Resizing A Window Using The Mouse
- ✓ Moving A Window On The Desktop
- ✓ Understanding Windows Aero
- ✓ Using Aero Snap
- ✓ Shaking Down Windows
- ✓ Scrolling In A Window
- ✓ Understanding Menus
- ✓ Displaying Menus In A Window
- ✓ Closing A Window
- ✓ Putting Your Computer To Sleep
- ✓ Shutting Your Computer Down

### ➤ Using Programs

- ✓ Understanding The Start Menu
- ✓ Starting a Program From the Start Menu
- ✓ Running Multiple Programs
- ✓ Starting Programs From the Desktop
- ✓ Understanding The Taskbar
- ✓ Managing Programs From the Taskbar
- ✓ Closing Programs
- ✓ Other Ways To Open Programs

### ➤ Working With Programs

- ✓ Viewing Installed Programs
- ✓ Dealing With Non-Responding Programs
- ✓ Installing a Program
- ✓ What Happens During Installation
- ✓ Uninstalling A Program
- ✓ Keeping Programs Up-To-Date

### ➤ Data Storage On Your Computer

- ✓ Understanding Data Storage In Windows 7
- ✓ Understanding Windows Explorer
- ✓ Viewing Storage Devices Using Windows Explorer
- ✓ Viewing Network Connections
- ✓ Understanding USB Flash Drives

### ➤ Working With Folders

- ✓ Understanding Folder Hierarchy

- ✓ Navigating The Folder Hierarchy
- ✓ Understanding The My Documents Folder
- ✓ Accessing Your Personal Folders
- ✓ Creating A New Folder
- ✓ Copying A Folder
- ✓ Moving A Folder
- ✓ Renaming A Folder
- ✓ Deleting A Folder
- ✓ Viewing The Hierarchy Path
- ✓ Changing Folder Views

### ➤ Working With Files

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- ✓ Creating A Simple File
- ✓ Exploring Files In Windows 7
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- ✓ Setting Files As Read-Only
- ✓ Deleting Files
- ✓ Deleting Folders With Files
- ✓ Common File Types

### ➤ Working With Libraries

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- ✓ Creating Folders In A Library
- ✓ Creating A Library
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- ✓ Changing Library Views
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- ✓ Creating Some Sample Files
- ✓ Sending Files To The Recycle Bin
- ✓ Restoring Files From The Recycle Bin
- ✓ Emptying The Recycle Bin

### ➤ Favourite Locations In Windows 7

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- ✓ Adding A Location To Favourites
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- ✓ Performing A Global Search
- ✓ Searching An Unindexed Folder
- ✓ Indexing A Folder
- ✓ Unindexing A Folder
- ✓ Searching Contents Of Unindexed Files
- ✓ Saving A Search
- ✓ Sorting Files In A Folder
- ✓ Tagging Files For Easier Searches
- ✓ Modifying View Settings

### ➤ Personalising Windows 7

- ✓ Understanding Personalisation Options
- ✓ Changing The Desktop Background
- ✓ Other Background Options
- ✓ Changing Themes
- ✓ Setting A Screen Saver
- ✓ Changing Mouse Pointers
- ✓ Changing Display Settings
- ✓ Personalising Sounds
- ✓ Working With Gadgets

### ➤ Desktop Icons

- ✓ Understanding Desktop Icons
- ✓ Arranging And Resizing Desktop Icons
- ✓ Creating A Desktop Shortcut
- ✓ Cleaning The Desktop

### ➤ Printing

- ✓ Understanding Printing In Windows 7
- ✓ Setting The Default Printer
- ✓ Installing A USB Printer
- ✓ Pausing A Printer
- ✓ Printing Files From Windows Explorer
- ✓ Managing The Print Queue
- ✓ Sharing Your Printer With Others
- ✓ Connecting To A Network Printer

### ➤ User Accounts

- ✓ Understanding User Accounts
- ✓ Creating User Accounts
- ✓ Switching Users
- ✓ Changing The Picture For A User Account
- ✓ Enabling The Guest Account
- ✓ Controlling User Accounts
- ✓ Changing The User Account Name



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- ✓ Deleting A User Account
- **Security And Protection**
  - ✓ Checking The Action Centre
  - ✓ Checking Windows Firewall Settings
  - ✓ Checking Spyware Protection Settings
  - ✓ Checking Automatic Update Settings
- **Help And Support**
  - ✓ The Help And Support Centre
  - ✓ Searching Help
  - ✓ Browsing Help
  - ✓ Printing A Help Topic
  - ✓ Using In-Built Help
- **Concluding Remarks**



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