

Microsoft® Windows® 7: Level 2

Course Specifications

Course number: 084218

Course length: 1.0 day(s)

Course Description

Course Objective: You will work with Microsoft® Windows® 7 to perform advanced tasks.

Target Student: This course is designed for any knowledge worker or business professional who needs operating system and file management skills.

Prerequisites: To ensure your success in this course, we recommend that you take the following Element K courses, or have equivalent knowledge.

- Introduction to Personal Computers
- Microsoft® Windows® 7: Level 1
- DirectX® 9.0
- Windows Server 2003

Course Objectives

Upon successful completion of this course, students will be able to:

- customize the Windows 7 environment.
- configure user accounts.
- work with applications in Windows 7.
- work with devices.
- manage networks.
- secure your system data.
- enhance system performance.
- work with Internet Explorer 8.

Course Content

Lesson 1: Customizing the Windows 7 Environment

Topic 1A: Apply Aero Features

Topic 1B: Modify Display Settings

Lesson 2: Configuring User Accounts

Topic 2A: Create a User Account



Topic 2B: Manage User Accounts

Lesson 3: Working with Applications in Windows 7

Topic 3A: Schedule Tasks

Topic 3B: Work with Media Files

Topic 3C: Explore Games

Topic 3D: Manage Programs

Lesson 4: Working with Devices

Topic 4A: Modify Device Settings

Topic 4B: Configure Removable Devices

Lesson 5: Managing Networks

Topic 5A: An Overview of Networks

Topic 5B: Share Files and Folders

Topic 5C: Manage Offline Files

Lesson 6: Securing System Data

Topic 6A: Back Up Data

Topic 6B: Restore Data

Topic 6C: Apply Security Settings

Lesson 7: Enhancing System Performance

Topic 7A: Improve Processing Speed

Topic 7B: Optimize Power Consumption

Topic 7C: Configure Windows Update Settings

Topic 7D: Troubleshoot Problems

Lesson 8: Working with Internet Explorer 8

Topic 8A: Manage Favorites

Topic 8B: Manage History Files

Topic 8C: Configure Pop-Up Settings

Topic 8D: Configure Internet Security and Privacy Settings

