

Microsoft® Windows® 7: Level 2

Course length: 1.0 day(s)

Course Objective:

This course is the second and the last in the series of Microsoft® Windows® 7 courses. This course is designed to provide you with skills that will help you manage some of the advanced tasks available in Windows® 7. In this course, you will familiarize yourself with the advanced customization techniques and work with applications and programs in Windows® 7. In addition to this, you will also work with Internet Explorer 8, manage network communications and data, and enhance system performance.

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

Course Content

Lesson 1: Customizing the Windows 7 Environment

Apply Aero Features
Modify Display Settings

Lesson 2: Configuring User Accounts

Create a User Account
Manage User Accounts

Lesson 3: Working with Applications in Windows 7

Schedule Tasks
Work with Media Files
Explore Games
Manage Programs

Lesson 4: Working with Devices

Modify Device Settings
Configure Removable Devices

Lesson 5: Managing Networks

An Overview of Networks

Share Files and Folders
Manage Offline Files

Lesson 6: Securing System Data

Back Up Data
Restore Data
Apply Security Settings

Lesson 7: Enhancing System Performance

Improve Processing Speed
: Optimize Power Consumption
Configure Windows Update Settings
Troubleshoot Problems

Lesson 8: Working with Internet Explorer 8

Manage Favorites
Manage History Files
Configure Pop-Up Settings
Configure Internet Security and Privacy Settings