

## Windows 7 New Features

1/2 day

### Description

Students will learn how to customize the Windows 7 environment, use jump lists and gadgets, manage content by using libraries and Windows Explorer, search for content, interact with devices, protect files, troubleshoot problems, and use new privacy and security features in Internet Explorer.

### Prerequisites

The course assumes that students have the following skills:

- Experience using a personal computer, keyboard, and mouse

### Course Outline

#### Unit 1: The Windows 7 environment

- The Windows 7 desktop
- The Start menu and taskbar
- Window management

#### Unit 2: Customizing the environment

- Customizing the taskbar and Start menu
- Working with gadgets

#### Unit 3: Libraries, folders, and content

- Folders and libraries
- Working with Windows Explorer
- Searching for content

#### Unit 4: Device Stage

- Devices and printers

#### Unit 5: File protection and troubleshooting

- File protection
- Troubleshooting

#### Unit 6: Internet Explorer 8

- Internet Explorer security and privacy