

Course Length ----- 1 Day
Course Format ----- Instructor - Led
Course Hours ----- 9:00 a.m. - 5:00 p.m.



Microsoft® Windows® 7 Advanced

Course Description

Course Description: 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 Microsoft® Windows® 7: Introduction course or have equivalent knowledge.

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

- 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
- Topic 5C: 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