

Intro To Computers - Windows 7

Course information

Course Content (1 full day)

Healthy Computing

- Work Health And Safety
- Performing Computer Risk Assessment
- Good Posture At The Workstation
- A Good Working Environment
- Rests and Exercise
- Specifications And Standard
- Influenza In The Workplace

Computers

- Information Technology And Computers
- Types Of Computers
- Types Of Personal Computers
- How Computers Are Used
- Computer Performance

Computer Hardware

- Main Parts Of A Personal Computer
- The Central Processing Unit
- Computer Speed
- Computer RAM & ROM
- External Hardware Components
- Computer Peripherals
- Keyboards
- Other Input Devices
- Output Devices
- Input And Output Devices
- Storage Devices
- Connecting Hardware And Peripherals
- Internal Hardware Devices

Software

- Types Of Software
- Software Versions
- Operating System Software
- Application Software
- Command Line Operating Systems
- Graphical User Interface
- Systems Development

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

Data Storage On Your Computer

- Viewing Storage Devices On Your Computer
- Understanding 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

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Working With Files

- Understanding Files
- Creating A Simple File
- Exploring Files In Windows 7
- Copying A File
- Renaming A File
- Selecting Files
- Copying Multiple Files
- Replacing Files
- Moving Files
- Copying Files To A USB Flash Drive
- Setting Files As Read-Only
- Deleting Files
- Deleting Folders With Files
- Common File Types

Word Processing

- Understanding Word Processing
- Creating Documents In Microsoft Word
- Starting Microsoft Word 2010
- Using The Blank Document Template
- Typing Text Into A Document
- Saving Your New Document
- Typing Numbers Into Your Document
- Inserting A Date Into Your Document
- Making Basic Changes To Your Document
- Checking The Spelling In Your Document
- Saving Changes To An Existing Document
- Printing Your Document
- Safely Closing Your Document

Spreadsheets

- Understanding How Spreadsheets Work
- Understanding Spreadsheet Functionality
- Starting Microsoft Excel 2010
- Understanding Workbooks
- Using The Blank Workbook Template
- Typing Text Into A Worksheet

- Saving Your New Workbook
- Typing Numbers Into A Worksheet
- Typing Formulas
- Easy Formulas
- Typing Dates Into A Worksheet
- Easy Formatting
- Checking Spelling In A Worksheet
- Making Basic Changes
- Printing A Worksheet
- Charting Your Data
- Safely Closing A Workbook

About The Internet

- The Internet And The World Wide Web
- How The Internet Began
- Connection Requirements
- Understanding Web Browsers
- Understanding Search Engines
- Understanding Web Addresses
- Key Terms And Internet Jargon
- Cookies And Caches

Internet Explorer Basics

- Starting Internet Explorer 9
- The Internet Explorer Screen
- Turning On Screen Elements
- The Command Bar
- Going To A Specific URL
- Controlling The Browser Window Size
- Activating A Hyperlink
- Activating An Image Link
- Hiding And Displaying Images On A Web Page
- Understanding The New Tab Page
- Adding New Tabbed Pages
- Working With Tabbed Pages
- Closing Tabs
- Zooming
- Using The Back And Forward Tools
- The Browsing History
- Using Compatibility View
- Stopping And Refreshing Pages
- Closing Internet Explorer

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Searching The Web

- Understanding How To Search Effectively
- Using The Address Bar To Search
- Adding Search Providers
- Using A Different Search Provider
- Setting Your Default Search Provider
- Removing Search Providers
- Searching Based On A Keyword
- Searching Based On A Phrase
- Combining Selection Criteria
- Finding Information On A Page

Using Email

- Starting Outlook
- Common Outlook 2010 Screen Elements
- The Mail Screen
- Composing An Email Message
- Creating A New Message
- Sending The Message
- Understanding The Inbox
- Retrieving Email
- Opening An Outlook Data File
- Reading Messages
- Deleting Messages