

Windows 7 training – 1 day

In the course Windows 7 you will learn to work effective and efficient with the operation system Windows 7. To ensure that employers easily adapt to the new Windows 7 environment the trainer will treat the most important aspects, tips and tricks in Windows 7. During this course the students will learn all the advantages of Windows 7.

For this course is basic computer knowledge required.

Duration: 1 day

Content

Quick Start

- Shortcuts
- Favorites
- Jump Start
- Taskbar

Search and Find

- Searching with “Start”
- Searching in the Windows Explorer
- Saving searches
- Navigation through the “Breadcrumb”

Desktop screen

- Examples of windows
- Shake, Snap & Peek
- Quick access to the desktop screen
- Personalization of the desktop screen
- Zoom in / zoom out

Tools

- Wireless networks
- Managing devices
- Screens and beamers/projectors
- Recording and managing Windows problems

Libraries

- Standard libraries
- Create new libraries
- To open, change and delete a folder
- To sort items in libraries
- Network drive
- Compress files and folders