



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Windows 7 (½ day)

“At the heart of every computer lies an operating system. Unless you know how to unleash its power you aren’t make the most of your computer!”

Target Audience

Existing Windows users who need to quickly boost their skills and start to use their PC as an effective working tool.

Aim

To ensure attendees are confident in the use of Windows 7 and know how to make the most of their PC hardware at work.

Content

- Overview of Windows 7 features and hardware requirements
- The Desktop – how to apply a theme and make your own desktop slideshows
- Gadgets – what they do and how to add them to the desktop (e.g. Calendar, Clock & CPU Meter)
- Libraries – how to use them to group, sort and filter files from numerous locations (e.g. by month or project)
- The enhanced Windows Explorer – how to file & search for stuff
- The new Start Menu – how to use it to search for programs & files, get quick access to the document and picture libraries and setup hardware devices (using the new Device Manager)
- The enhanced Taskbar – how to control programmes (e.g. Using Thumbnail Preview and Jump Lists), create your own shortcuts and arrange windows (using the Aero Shake, Snap and Peek features)
- Creating program shortcuts on the Desktop (and organising them into folders and pop-up lists in the Notification Area)
- Improving your work speed with new Keyboard & Mouse shortcuts
- Internet Explorer 8 – key features that make it easier to use
- Utilities to keep your PC running at its best (e.g. Disk Defragmenter)

Please Note - attendees will practice with a range of work-related exercises and will be supplied with a full set of reference notes (in PDF).

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