

# USING WINDOWS 7

## Syllabus

### PART 1 INTRODUCTION

#### "Tour"

What's a computer?

CPU, Memory, Disk ("Hard") Drive in easy to think of terms

Computer form factors (we'll be concentrating on laptop/notebook, desktop)

Even Macs are PCs

Types of Software

What's an Operating System?

What's an Application?

#### Getting Started

Desktop and Task Bar

Shortcuts

Start Menu

Search

Preview (Live Thumbnails)

Notification Area

What is the "Aero Experience" (Snap/Shake/Flip)? Understand it before it happens

Mouse input

Left click/right click/single click/double click/hover

Keyboard input

Keyboard Shortcuts

Working with windows (lower case w)

Anatomy of a window - Menu Interface

Anatomy of a window - Ribbon Interface

Tooltips

## Getting Organized

### Working with Files

#### File names and types

Extensions, and why they're important

File associations with programs

### Windows Explorer

#### Understanding the filing system

Folders and more folders - the file cabinet/drawer/box analogy

#### The Windows Explorer window

Breadcrumbs

Views (Thumbnails, List, Icons, Details)

Be careful with drag and drop – default is Move!

Right click is your friend!

Working with the Libraries feature(Appendix)

How do I keep my stuff private? (Appendix)

Strategies for organizing where things go (Public versus User; Pictures, Documents, etc.)

## PART 2: MAKING WINDOWS DO WHAT YOU WANT

### Customizing the Start Menu

#### Pinning

### Customizing the Task Bar

#### Pinning

### Jump Lists

### Control Panel: Customizing HQ

#### Overview

Mouse (button switch/click speed/pointer options)

Keyboard (repeat delay/rate/cursor blink rate)

Display (text size/brightness)

Power Options (sleep vs. hibernate)

Programs and Features (uninstalling applications)

Action Center (settings)

Personalization (screen savers, wallpaper)

Devices and Printers (default printer)

- Getting Connected to and Browsing the Internet
  - Getting Online (Networking)
  - WiFi settings (Network and Sharing Center)
    - Public / Work / Home
  - Internet Options

#### Applications Included with Windows

- Windows Media Player
- Windows Media Center
- Wordpad
- Notepad
- Contacts
- Paint
- Snipping Tool

### PART 3: KEEPING YOUR COMPUTER HEALTHY AND SECURE

#### What to do Before (and After) Things Stop Working

- Backup
  - Types of backup (data/image)
  - Backup media options
  - Windows backup options
  - Additional backup software
- Basic troubleshooting steps
  - Restart
  - Task Manager - frozen programs
  - Slow startup
- Tech Support
  - System Information
  - Help files
  - Properties
  - FRPCUG Shop Talk
  - FRPCUG Meetings
  - Google
  - Online websites

#### Security and "Housekeeping"

- Security Software
- User Accounts
- Windows Update
- Utilities