

Microsoft Windows 7 Advanced

Course Format: Instructor-Led

Course Hours: 9 Hours

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.

Course Objective: You will work with Microsoft® Windows® 7 to perform advanced tasks.

Prerequisites: To ensure your success in this course, we recommend that you take the Microsoft Windows 7: Introduction course or have equivalent knowledge.

Performance-Based 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.
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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

