Windows 7: Basic

Topic-Level Outline

Days: 1
Prerequisites: Experience using a personal computer, keyboard, and mouse

Unit 1: The Windows 7 environment
- **Topic A:** The Windows 7 desktop
- **Topic B:** The taskbar
- **Topic C:** Window management
- **Topic D:** Windows Help and Support

Unit 2: Files, folders, and libraries
- **Topic A:** Folders and libraries
- **Topic B:** Working with files

Unit 3: Managing content
- **Topic A:** Working with Windows Explorer
- **Topic B:** Searching for content

Unit 4: Customizing the environment
- **Topic A:** Icons and shortcuts
- **Topic B:** Gadgets
- **Topic C:** System settings

Unit 5: Internet Explorer 8
- **Topic A:** Web browsing
- **Topic B:** Tabbed browsing
- **Topic C:** Web searching
- **Topic D:** Customization
- **Topic E:** Multimedia content