



**WINDOWS 7
TRAINING OUTLINE
4 HOURS**

I. THE WINDOWS 7 ENVIRONMENT

- The Windows 7 desktop
- The taskbar
- Windows management
- Windows Help and Support

II. FILES, FOLDERS AND LIBRARIES

- Folders and libraries
- Working with files

III. MANAGING CONTENT

- Working with Windows Explorer
- Searching for content

IV. CUSTOMIZING THE ENVIRONMENT

- Icons and shortcuts
- Gadgets
- System settings