

Windows 7: New Features

- Course Length: 1 Day

Course Overview

This course is intended for students with some experience with Windows, but who may not have been exposed to Windows 7. This course detail the ways that the Windows 7 environment has changed from previous versions of Windows. Topics covered include file organization and management, printers and devices, file protection and troubleshooting, and new features of Internet Explorer 8.

Audience

This course is intended for students with some experience with Windows, but who may not have been exposed to Windows 7.

Course Outline

Course Introduction

2m

Course Introduction

Unit 01 - The Windows 7 Environment

26m

Topic: The Windows 7 Desktop

Windows 7 Desktop

Desktop Components

Demo - Desktop Tour

Topic: The Start Menu and Taskbar

Start Menu

The Windows 7 Taskbar

Demo - Start Menu

Topic: Window Management

Live Thumbnails

Aero Peek

Flip

Flip 3-D

Aero Snap

Demo - Switching Applications

Aero Shake

Unit 01 Review

Unit 02 - Customizing the Environment

21m

Topic: Customizing the Taskbar and Start Menu

Pin Frequently Used Programs

Removing Shortcuts

Customizing the Taskbar and Start Menu

Customizing the Notification Area

Demo - Custom Taskbar and Start Menu

Jump Lists

Topic: Working with Gadgets

Gadgets

The Gadget Gallery

Demo - Gadgets

Unit 02 Review

Unit 03 - Libraries, Folders, and Content

23m

Topic: Folders and Libraries

Windows Explorer

Demo - Customizing Explorer

Libraries

A Library's Storage Locations

Creating Libraries

Delete a Library

Adding Folders to a Library

Removing Folders from a Library

Default Save Locations

Topic: Working with Windows Explorer

Customize Windows Explorer Settings

Change View Options

Change the Layout

Customize Column Headings

Resize and Rearrange Columns

Sorting Files

Image Files Stacked by Month

File Metadata

Demo - Library

Topic: Searching for Content

Searching Your Computer

The Folder Options Dialog Box

Unit 03 Review

Unit 04 - Device Stage

18m

Topic: Devices and Printers

Devices Have Taskbar Icons

Device Stage Window

Devices and Printers Window

Troubleshooting Devices

Demo - Devices

Adding a Printer

Changing the Default Printer

Demo - Printers

Unit 04 Review

Unit 05 - File Protection and Troubleshooting

22m

Topic: File Protection

Backup and Restore

Configure Automatic Backups

Demo - Backup

Restoring Files and Folders

Demo - Restore

BitLocker To Go

Topic: Troubleshooting

The Troubleshooting Window

Demo - Troubleshooting Problems

The Program Compatibility Wizard

The Problem Steps Recorder (PSR)

Demo - PSR

Unit 05 Review

Unit 06 - Internet Explorer 8

19m

Topic: Internet Explorer Security and Privacy

SmartScreen Filter

Security Zones

Configuring the SmartScreen Filter

Clearing Your Browsing History

Delete Browsing History Options

Change Settings for Temporary Files

Options for Managing Your Browsing Data

InPrivate Browsing

InPrivate Filtering

Demo - Internet Explorer

Unit 06 Review

Course Closure

Total Duration: 2h 11m