

course overview

UPGRADING TO WINDOWS 7



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INTRODUCTION TO WINDOWS 7

Duration: 3 hours

Audience: Existing Microsoft Windows users unfamiliar with the Windows 7 environment.

Topics:

Enhancements to the Task bar

Enhancements to the Start menu

 Manipulating the Explorer Window

 The Structure of the Menu

 Searching for Programs and Field

 Accessing Recently Used Items

 The Pin Feature

 Microsoft Outlook Actions

 The Snipping Tool

Windows Explorer

Window Elements

 Manipulating the Explorer Window

 Working with Folders and Files

 Emailing Documents

 Working with Compressed Files

 Working with Micro Drives

 Working with Shortcuts and Favourites

Create & Maintain Document Libraries

The Recycle Bin



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