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# Windows 7 – Conversion

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## Objectives

This course teaches how to use the Windows 7 operating system.

## Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard, mouse and Windows XP.

## Duration

Half day.

## Course Outcomes

After completing this course, students will know how to:

1. Explore the new and enhanced features on the Windows 7 desktop.
2. Manage files and folders.
3. Work with the new and improved programs in Windows 7.
4. Secure the computer using the enhanced and new features in Windows 7.

## Course Content

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### Exploring the New Features on the Windows 7 Desktop

- Log On to Windows 7
- Explore the Desktop Context Menu Options
- Explore the Windows 7 Taskbar

### Working with Enhanced File and Folder Management

- Examine Enhancements in Windows Explorer
- Work with Libraries
- Work with Windows
- Share Files and Folders

### Working with the New and Enhanced Programs in Windows 7

- Work with New Accessories
- Work with the Enhanced Accessories
- Browse the Internet Using Internet Explorer 8
- Use the Windows Media Center
- Set Up and Manage Removable Devices

### Securing the Computer Using Enhanced and New Features

- Apply Security Settings
- Troubleshoot Problems

### Appendix A: Windows XP Virtual Mode in Windows 7