



**THE
ENTERPRISE
CENTRE**

**Windows 7 Level 1
ENT1619**

1 Day

Workshop Goal

This course will provide you with the basic skills needed to get started with personal computers and work with the various features, tools, and options available in the Windows 7 operating system. In this course, you will familiarize yourself with the Windows 7 environment, customize Windows 7, and manage folders and files. You will also work with simple tools and browse the Internet using Internet Explorer 8.

Topic Outline

Exploring Windows 7
Customizing the Windows 7 Desktop
Managing Folders and Files
Using Common Tools and Programs in Windows 7
Browsing the Internet

Recommended Prior Learning

To ensure your success in this course, we recommend that you take up the Introduction to Personal Computers course or possess equivalent experience.