

# WINDOWS 7 OPERATING SYSTEM COURSE

## Schedule

The course will be given on eight consecutive Tuesdays starting on April 6, 2010. The class will meet in classroom XXX in the Severn River Middle School at 7:00 pm and will run to approximately 9:00 pm. The class will be taught using a single computer projected for all to see. The instructor will use Power Point as an aid to the lecture and the slides material will be available as a handout before class for note taking. The computer will also be available to demonstrate Windows 7. Cost of the course will be \$50.00.

### **Week 1 - April 6, 2010**

#### **(The Tuesday after Easter)**

- Selecting your version.
- How to install and/or upgrade.
- Compatibility: Virtual Mode, XP Mode.
- User accounts & UAC.

### **Week 2 - April 13, 2010**

- Compare the new look to the old:  
What are the choices?
- Start Menu: Customize, Jump List.
- Gadgets.
- Task Bar: Customize.
- Personalize the Desktop.

### **Week 3 - April 20, 2010**

- Libraries, Folders, Documents, Files.
- Virtual Folders.
- Cloud computing.

### **Week 4 - April 27, 2010**

- The new Windows Explorer:  
Understanding and using.
- Making it work for you.
- Customize Windows Explorer.

### **Week 5 - May 4, 2010**

- New Search Tool: Use, Filter & Save.
- Configuring.
- Folder Options.
- Compressed Folders.

### **Week 6 - May 11, 2010**

- Networking.
- Browsing the Web.
- E-mail.
- Live services.

### **Week 7 - May 18, 2010**

- Performance tools.
- Monitoring.
- Improving memory.

### **Week 8 - May 25, 2010 (The Tuesday before Memorial Day)**

- File and PC backup.
- Troubleshooting.
- Third party tools, eg:  
Firefox, Security Essentials.