

Windows 7 Upgrade

Course length

2 hours

Who is it for?

This course is designed for business users who are upgrading to Windows 7. You must have working knowledge of an earlier Microsoft Windows operating system to take this course. You must also have experience working with files and folders in a Windows environment. The recommended maximum is 8 delegates.

What will I learn?

This course provides you with an overview of the new features in Windows 7. It describes how you can get started working with Windows 7. It also describes how Windows 7 helps you become more organized and productive, with improvements in the user interface, enhanced search capabilities, and new features such as libraries and jump lists.

By the end of this course you will be able to:

- Use the new Windows 7 interface
- Personalise the visuals and sounds on your computer
- Access programs using jump lists
- Use Windows Aero Peek, Snap and Shake to arrange your windows
- Work with libraries to organise your files and folders
- Use new Search tools to find programs and files
- Configure alerts in the new Action Centre

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.

Course contents

- Navigating the new Windows 7 desktop
- Personalising the background, colour, sounds and screensaver
- Using the new Windows 7 taskbar
- Accessing jump lists on the taskbar
- Pinning programs to the taskbar
- Using Show desktop and Aero Peek
- Adding desktop gadgets
- Changing gadget options
- Using the new Start menu
- Accessing jump lists on the Start menu
- Pinning a program to the Start menu
- Searching programs and files from the Start menu
- Resizing and arranging windows using Aero Snap
- Minimizing and restoring windows using Aero Shake
- Using the new Windows Explorer
- Using libraries to access and arrange files and folders
- Creating and deleting libraries
- Arranging files in new ways
- Finding files and folders in new ways
- Saving a search
- Using the new Control Panel
- Using the Action Center to view alerts and take action
- Backing up and restoring files
- Protecting files and folders
- Installing and removing devices and printers
- Switching users on your computer
- Sending your computer to sleep
- Getting help and support

How do I book?



Call us now on 020 8658 6994



Email us at admin@alphatraining.com



Download our [public course schedule](#)