

## UPGRADE TO WINDOWS 7

Unit Standard	116932, 117867
NQF Level	1
Credits	5
Duration	1 Day
Pre-Requisite Training	Windows Basics

### SYNOPSIS

If you purchased a new computer with Windows 7 or have upgraded your existing computer, there are many new features and interface changes over other Windows versions. For example, navigation in Windows 7 has been streamlined and categorized in such a way that would appeal to a new computer user. However, this way of making things "easier" can be a challenge for an upgrading user to get used to. This course will highlight all the changes in the Windows 7 environment.

### COURSE OUTLINE

- The Basics of Windows 7;
- A Quick Look at Windows 7;
- Using Search;
- Windows 7 Ultimate Programs;
- The Basics of Help;
- Exiting Windows 7;
- Meet the New Control Panel;
- Using Gadgets;
- The Basics of Internet Explorer 8;
- Doing More with Internet Explorer 8;
- Windows Live;
- Windows Media Center;
- Windows Media Player;
- Windows DVD Maker;
- Windows Fax and Scan;
- Using Windows Defender;
- Customization Tasks;
- Setting Accessibility Options;
- Overview of Networking;
- Networking Tasks;
- Parental Control and Action Center;
- The Basics of Managing Software;
- Managing Hardware;
- People Near Me;
- Backing Up your Computer;
- Troubleshooting your Computer;
- Using System Restore;

- Hard Disk Management Utilities.

## **COURSE OUTCOMES**

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Interface basics and search functionality;
- Use the new interfaces for Paint, WordPad, and Calculator;
- How to use the Control Panel;
- How to make the most of Desktop Gadgets;
- Internet Explorer 8 and Windows Live;
- Windows XP Mode;
- How to use Windows Media Center, Media Player, Defender, Fax and Scan, and DVD Maker;
- How to customize your computer and provide access for differently-abled persons;
- How to manage hardware and software;
- How to make the most of mobile computers;
- How to backup and restore your computer.