Exploring Windows 7

- Identify Personal Computer Functionality
- Log On to Windows 7
- Explore the Desktop
- Work with Windows
- Access to the Help and Support Feature
- Turn Off the Personal Computer

Customizing the Windows Desktop

- Customize the Start Menu
- Customize the Taskbar
- Personalize the Desktop
- Add Gadgets to the Desktop

Managing Files and Folders

- Navigate Folders Using Windows Explorer
- Work with Folders and Files
- Secure Folders and Files
- Organize Folders and Files
- Search for Folders and Files

Using Common Tools and Programs in Windows 7

- Creating a Document in WordPad
- Working with the Calculator
- Capture Screens Using the Snipping Tool
- Customize a Graphic with the Paint Tool

Browsing the Internet

- Get Familiar with the Internet
- Browse Websites Using Internet Explorer 8
- Download and Install a Gadget