

COMPUTING FUNDAMENTALS (USING WINDOWS7 AND OFFICE 2007)

Introduction

Getting started

- elements of a window
- basic mouse techniques
- logging on to Windows 7
- the Windows 7 desktop
- using the start menu
- customizing the start menu
- customizing the taskbar
- moving and resizing a window
- logging off of Windows 7
- shutting down a Windows 7 computer

Working with Windows 7 applications

- selecting buttons in a Windows 7 application
- using Microsoft Office Word 2007
- using Microsoft Office Excel 2007
- running two or more applications simultaneously

Exploring your computer

- Windows Explorer
- examining components of your computer

Managing your files

- creating a new folder
- copying a file
- moving a file
- renaming a file or folder
- deleting a file or folder

Modifying system settings

- the control panel
- changing the system date and time
- changing the screen display
- changing mouse and keyboard settings

Using Windows 7 accessories

- using paint
- using calculator
- copying screen content

Creating and using shortcuts

- placing a shortcut on the desktop
- rearranging shortcuts and icons on the desktop
- removing a shortcut from the desktop

Browsing the world wide web

- understanding the internet and the world wide web
- using Microsoft Internet Explorer

Getting help

- displaying help information
- additional help and support center resources