

MICROSOFT WINDOWS 7

This half day course provides you with an overview of the fundamentals of Windows 7. You need no experience of previous versions of Windows but if you do, you will learn how to use the new and improved features of Microsoft's latest operating software. The course will help you become more organised and productive using the enhanced search capabilities and new features such as Libraries and Jump Lists.

By the end of the course, you will know how to:

- Use the elements of a Window and the Windows 7 Desktop
- Customise the Start Menu and the Taskbar
- Change the Screen Display, Mouse and Keyboard Settings
- Create a New Folder and copy and move a File
- Rename and delete a File or Folder
- Create a simple Word document and switch between programs

How to book:

- Email karen@roem.co.uk OR
- Call Karen on 01223 214177

Unless otherwise agreed to, payment is due before the training event. Roem Limited reserves the right to refuse entry to any attendee should payment not have been received.

The price includes a handout with exercise files for you to work through and take away, as well as one month post course advice.

The maximum class size is 4, providing computer training in a friendly, non-threatening atmosphere. You will be led through each topic and there will be plenty of opportunity for hands-on exercises, questions and individual support. The practical work will be done on laptops.