

# Course Outline

## 50368 - Learn Windows 7 Step by Step, Level 2

### General Description

This one-day instructor-led course provides students with the knowledge to customize the Windows 7 interface and system settings, as well as how to work with the programs and set up hardware devices.

### Outcomes

At the end of the course, students will be able to:

- Apply a standard theme.
- Modify a theme.
- Implement a screen saver.
- Display more or less information.
- Modify the Start menu and the taskbar.
- Manage the date and time display.
- Change the computer name.
- Configure power options.
- Explore Windows 7 programs.
- Use and modify desktop gadgets.
- Explore Windows Live programs and services.
- Install and remove programs.
- Start programs automatically.
- Specify default programs.
- Install peripheral devices.
- Share a local printer.
- Connect to a remote printer.
- Display your desktop on multiple screens.
- Set up sound devices.
- Change the way your mouse and keyboard work.
- Rate your computer's hardware.
- Locate device information.



**Microsoft** Partner  
Gold Learning  
Silver Desktop

### Course Details

Course code: 50368  
Duration: 1 day  
Starting time: 9am  
Finishing time: 4.30pm

### Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.

 **1300 86 87246**  
**1300 TO TRAIN**

# Course Outline

## ➤ **Module 1: Change Visual Elements**

This module explains how to apply and change a desktop theme, apply a screen saver, and change screen resolution.

### **Lessons**

- Applying a Standard Theme
- Modifying a Theme
- Implementing a Screen Saver
- Displaying More or Less Information

### **Lab : Applying a Standard Theme**

- Switch to a different theme page

### **Lab : Modifying a Theme**

- Experiment with desktop backgrounds and window colors

### **Lab : Implementing a Screen Saver**

- Preview and select screen savers

### **Lab : Displaying More or Less Information**

- Change the screen resolution

After completing this module, students will be able to:

- Change the desktop theme.
- Preview and select screen savers, and determine how they display.
- Adjust the screen resolution to display more or less information.

## ➤ **Module 2: Change System Settings**

This module explains how to modify the Start menu and taskbar, manage the date and time display, change a computer name, and customize power settings.

### **Lessons**

- Modifying the Start Menu
- Modifying the Taskbar
- Managing the Date and Time Display
- Changing the Computer Name
- Configuring Power Options

### **Lab : Modifying the Start Menu**

- Modify the Start menu

### **Lab : Modifying the Taskbar**

- Hide, move, and customize the taskbar

### **Lab : Managing the Date and Time Display**

- Modify the system time, and add a time zone

## **Lab : Configuring Power Options**

- Explore power settings, and create a custom power plan

After completing this module, students will be able to:

- Determine what and how much information appears on the Start menu.
- Change the size, position, and display options of the taskbar.
- Manage the computer date and time display.
- Change the computer name.
- Optimize the computer's power usage.

## ➤ **Module 3: Work with Programs**

This module explores Windows 7 programs and Windows Live programs and services. It explains how to use and modify the gadgets available from the Desktop Gadgets Gallery; how to install, remove, and automatically start programs; and how to specify the default program for a specific file type.

### **Lessons**

- Exploring Windows 7 Programs
- Using and Modifying Desktop gadgets
- Exploring Windows Live Programs and Services
- Installing and Removing Programs
- Starting Programs Automatically
- Specifying Default Programs

### **Lab : Exploring Windows 7 Programs**

- Work with the Calculator, Sticky Notes, and the Snipping Tool

### **Lab : Using and Modifying Desktop Gadgets**

- Add and customize desktop gadgets

### **Lab : Starting Programs Automatically**

- Configure a program to start automatically

### **Lab : Specifying Default Programs**

- Change the default program for a file type

After completing this module, students will be able to:

- Work with Windows utilities.
- Use and modify the desktop gadgets.
- Download and install free Windows 7 and Windows Live programs and services.
- Install programs from various sources.
- Use the Control Panel to remove programs.
- Setup a program to start automatically.
- Specify a default program for specific file types.

## ➤ **Module 4: Set Up Hardware Devices**

This module explains how to install peripheral devices, manage printers, connect to a remote printer, set up multiple monitors, and change the way the mouse and keyboard behave, as well as how to rate computer hardware and locate device information.

### **Lessons**

- Installing Peripheral Devices
- Sharing a Local Printer
- Connecting to a Remote Printer
- Displaying Your Desktop on Multiple Screens
- Setting Up Sound Devices
- Changing the Way Your Mouse Works
- Changing the Way Your Keyboard Works
- Rating Your Computer's Hardware
- Locating Device Information

### **Lab : Install a Peripheral Devices**

- Install a printer connected to your computer

### **Lab : Sharing a Local Printer**

- Share a printer connected to your computer

### **Lab : Connecting to a Remote Printer**

- Connect to a remote printer

### **Lab : Setting Up Sound Devices**

- Connect speakers and a microphone

# Course Outline

## **Lab : Changing the Way Your Keyboard Works**

- Change the keyboard input language

## **Lab : Rating Your Computer's Hardware**

- Establish a Windows Experience Index, and view detailed information

## **Lab : Locating Device Information**

- View device information

After completing this module, students will be able to:

- Customize a computer system by installing peripheral devices.
- Use and manage local and remote printers.
- Change the way the mouse and keyboard behave.
- Determine which programs will run well on a computer.
- Use the System Information window to view information about installed hardware devices.