

SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

Upgrading to Microsoft Windows 7

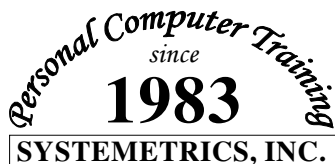
Duration: 1/2 day (3 hours)

Prerequisite(s): Familiarity with the Windows environment and using a mouse.

Environment: Microsoft Windows 7

Version(s): Windows 7

Support: Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in the basic operation of Windows 7.



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Who Should Take This Seminar: *Upgrading to Microsoft Windows 7* is designed for students who have a knowledge of previous versions of Microsoft Windows, particularly Windows XP, and are going to be using Microsoft Windows 7. This class is *not* intended to be an introduction to computers or an introduction to Windows. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

Seminar Outline

- I. **What is User Account Control?**
- II. **What's New with the Windows Desktop?**
 - A. Snap
 - B. Aero Shake
 - C. Aero Peek
 - D. Gadgets
 - E. Desktop Background Themes
 - F. The Clean Desktop
 - G. What happened to My Documents?
 - H. What is Pinning?
- III. **What's New with the Start Menu?**
- IV. **What's New with the Windows 7 Taskbar?**
- V. **What's New in Accessing and Managing Files?**
 - A. Libraries
 - B. Windows Indexing
- VI. **What's New in Windows Explorer?**
 - A. Understanding Breadcrumb Navigation
 - B. Navigating by typing a new path
 - C. Creating a new folder
 - D. Changing the way you view items
 - E. Applying the current view setting to other folders
 - F. Optimizing a folder
 - G. Customizing your favorites
 - H. Searching for files using the search box
 - I. Using Search Folders