



Windows 7

(Operating System)

Conejo Valley Adult Education
Computer Training Center

1025 Old Farm Road • Thousand Oaks, CA 91360 • (805) 497-2761

www.ConejoAdultSchool.org

- **Exploring Windows 7.** Log On to Windows 7, Explore the Desktop, Work with Windows Using Aero Effects (Aero Peek Feature, Aero Flip Feature, Snap Feature, Shake Feature, Jump Lists), Access the Help and Support Feature, Turn Off the Personal Computer (Shut Down Option, Switch User Option, Log Off Option, Lock Option, Restart Option, Sleep Option).
- **Customizing the Windows 7 Desktop.** Customize the Start Menu, Customize the Taskbar, Personalize the Desktop (Desktop Background, Screen Savers, Sticky Notes), Add Gadgets to the Desktop.
- **Managing Folders and Files.** Navigate to Folders Using Windows Explorer, Work with Folders and Files, Organize Folders and Files (Adding tags), Search for Folders and Files (Search Libraries, Search Filters).
- **Using Common tools and Programs in Windows 7.** Create and Format a Document in WordPad, Work with the Calculator, Capture Screens Using the Snipping Tool, Customize a Graphic with the Paint Tool.
- **Securing System Data.** Back Up Data, Restore Data (System Restore Points, Shadow Copies, Restore Options).
- **Enhancing System Performance.** Improving Processing Speed (Windows Experience Index, Task Manager, Resource Monitor), Customizing Power Plan Settings, Configure Windows Update