

Transition from Microsoft Windows XP to Microsoft Windows 7



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Course Duration: 0.5 days

Course Description: You are familiar with the Microsoft® Windows XP operating system. Every version of Windows includes new features and enhancements to improve on previous releases. Windows 7 is the latest release in the Microsoft® Windows operating system family. This course will look at using the new features in Windows 7 to optimise your company's productivity.

Course Objective: You will use the new features in Windows 7 to streamline your workflow efficiency and business productivity.

Target Student: This course is designed for persons who are familiar with and comfortable working in Windows XP and want to upgrade to the new and enhanced features of Windows 7. This course is not for students who are first-time Windows users.

Prerequisites: To ensure successful completion of the course students need to have experience working in a Windows XP environment.

Course Content

Lesson 1: Exploring the New Features on the Windows 7 Desktop

- Topic 1A: Log on to Windows 7
- Topic 1B: Explore the Desktop Context Menu Options
- Topic 1C: Explore the Windows 7 Taskbar

Lesson 2: Working with Enhanced Files and Folders Management

- Topic 2A: Examine Enhancements in Windows Explorer
- Topic 2B: Work with Libraries
- Topic 2C: Work with Windows
- Topic 2D: Share Files and Folders

Lesson 3: Working with the New and Enhanced Programs in Windows 7

- Topic 3A: Work with New Accessories
- Topic 3B: Work with the Enhanced Accessories
- Topic 3C: Browse the Internet Using Internet Explorer 8
- Topic 3D: Use the Windows Media Center
- Topic 3E: Set Up and Manage Removable Devices

Lesson 4: Securing the Computer Using Enhanced and New Features

- Topic 4A: Apply Security Settings
- Topic 4B: Troubleshoot Problems

For more information, or to book your course, please call Sense IT on 0870 4296445
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