

## Using Windows 7

The aim of this course is to enable you to manage your computer effectively. You will understand how to operate your computer, and how to use the operating system (Windows) to manage your desktop working environment and your files and folders.

### 1 Getting started

#### Aims of this session

To introduce good practice on operating your computer, and enable you to find system information and help.

On completing this session you will be able to

- Start-up and shut-down of your computer correctly
- View system information
- Use and personalise the desktop
- Manipulate windows with Shake, Peek and Snap
- Use help and search

### 2 Working with files and folders

#### Aims

The aim of this session is to enable you to manage the disk storage space in your computer. You will learn about the different file types you store, and the folder structure they reside in.

On completing this session you will be able to

- Understand the folder structure
- Create, delete, move and rename folders
- Select adjacent and non-adjacent files
- Deleting files and using the recycle bin
- Search for files and folders
- Use the recently used files list

### 3 Backups and anti-virus

#### Aims

The aim of this session is to enable you to protect your computer from virus attack and hardware failure.

On completing this session you will be able to

- Copy files to an external medium
- Compress files, and extract compressed files
- Understand viruses and how they spread
- Understand how to use virus protection software

### 4 Managing programs and file associations

#### Aims

To enable you to manage your computer in terms of installing and uninstalling software, and viewing the status of programs. Also to enhance your ability to manage files by understanding file associations and properties.

On completing this session you will be able to

- Shut down a non-responsive program
- Install and uninstall software
- Set the keyboard language.
- File extensions and associations
- Understand file properties and attributes
- Count and sort files