

Windows 7: Advanced

- Course Length: 1 Day

Course Overview

This course is intended for students with some experience with Windows, preferably Windows 7. Students will learn some of the more advanced techniques for working with the Windows 7 environment. In addition to topics such as User Accounts and installing devices and printers, file management and protection techniques will be addressed. Students will also learn how to use utilities such as System Restore and configure networking in Windows 7.

Audience

This course is intended for students with some experience with Windows, preferably Windows 7.

Course Outline

<u>Course Introduction</u>	3m
Course Introduction	
<u>Unit 01 - User Accounts</u>	27m
Topic: Account Management	
User Account	
Two Types of User Accounts	
User Account Privileges	
Administrator and Guest Accounts	
Manage Accounts	
Creating a User Account	
Editing a User Account	
Account Pictures	
Deleting Accounts	
To Make Administrative Changes	
Switching User Accounts	
Ctrl+Alt+Delete Account Options	
Demo - User Accounts	
Topic: Password Management	
Password Rules	
Password Guidelines	
Creating an Account Password	
Disabling an Account	
Demo - Delete and Disable Users	
The Computer Management Window	
Unit 01 Review	
<u>Unit 02 - Devices and Printers</u>	20m
Topic: Devices	
Interacting With Your Devices	

Device Stage
The Device and Printers Window
Troubleshooting Devices
Windows ReadyBoost
Safely Remove Hardware and Eject Media
Demo - Devices
Topic: Printers
Adding a Printer
Changing a Default Printer
Printing Terms
Canceling a Print Job
Removing a Printer
Demo - Printers
Unit 02 Review

Unit 03 - File Management and Protection

29m

Topic: File and Folder Management

File Attributes
Setting File Attributes
Open the Folder Options Dialog Box
Demo - Files and Folders

Topic: File Protection

Backup and Restore
Configure Automatic Backups
Demo - Backup
Restoring Files and Folders
Demo - Restore
BitLocker To Go
Demo - BitLocker
Unit 03 Review

Unit 04 - Programs and Utilities

37m

Topic: Disk Maintenance

Disk Cleanup
Clean Up a Drive and Free Up Space
Demo - Disk Cleanup
Disk Defragmenter
Demo - Disk Defragmenter
Demo - Install a Program
Demo - Uninstalling a Program

Topic: System Restore

Restore Points
Creating a Restore Point
Demo - Create Restore Point
Restoring a PC to a Previous State
Demo - Using Restore Points

Topic: Troubleshooting

Windows Troubleshooting
Demo - Task Manager
Demo - Troubleshooting Problems

The Program Compatibility Wizard
The Problem Steps Recorder (PSR)
Demo - PSR
Advanced Startup Options
Demo - Advanced Startup Options
Unit 04 Review

Unit 05 - Networks and Mobile Computing

50m

Topic: Networks

Components of a Network
Local Area Network
Internet Connection Options
Network Models and Resources
Domains
Workgroups and Homegroups
The Network and Sharing Center
Network Locations
Remote Connection Options
Connect to a Workplace with a VPN
Demo - VPN
Connect to a Workplace Window
DirectAccess

Topic: File and Printer Sharing

Network Sharing Options
Sharing via Public Folders
Sharing Files with Specific Users
Demo - Folder Sharing

Unit 06 - Security

48m

Topic: User Account Control
Standard User Account Security
User Account Control Settings
Changing the UAC Settings
Demo - UAC
Topic: Windows Firewall
Windows Firewall
View the Status of Windows Firewall
Enable or Disable Windows Firewall
Set Windows Firewall Exceptions
Demo - Windows Firewall
Topic: Windows Update
Windows Updates
Configuring Automatic Updates
Checking for Updates
Demo - Windows Update
Topic: Malware Protection
Malware Types
The Action Center
Antivirus Software
Windows Defender

Configuring Windows Defender
Demo - Windows Defender
Topic: Internet Explorer Security and Privacy
Phishing
Security Zones
Custom Security Zones
Configuring the SmartScreen Filter
Clearing your Browsing History
Change Settings for Temporary Files
Third-party Cookies
InPrivate Browsing
InPrivate Filtering
Demo - Internet Explorer
Unit 06 Review
Course Closure

Total Duration: 3h 34m