Course Title: Windows 7 in a Day

Course Description:
Hands-on experience with the Windows 7 operating system.

Course Prerequisite(s):
Computer Keyboarding or ability to type at least 20 WPM

Course Objectives:
Create, copy, and delete files using operating systems; enter and edit data; navigate files and folders; and execute programs.

Textbook(s):
Welcome to Windows 7
Labyrinth Learning

Next Class Possibilities: Microsoft Office Applications

Lesson Plan – by week or session
Getting Your First Look
  Logging on to Windows
  Using Gadgets
  Logging Off and Switching Users
  Shutting Down
Starting Programs
  Working with the Start Menu
  Controlling Program Windows
  Working with the Windows 7 Taskbar
  Multitasking
Working with a Program
  Using Program Commands
  Saving Your Work
  Using the Work Area
  Typing with WordPad
  Editing Text
  Using Cut, Copy, and Paste
Finding Files
  Learning About Storage Media
  Using Windows Explorer
  Searching for Files
Storing Files
  Creating Folders
  Moving and Copying Folders and Files
Deleting and Restoring Folders and Files
Organizing Digital Pictures and Videos
Burning CDs and DVDs