

Introduction to Windows 7

MS/104 CRN 30412 www.MsWilkerson.com

Course Syllabus

Instructor: Charmaine Wilkerson

Course Description

In this course, you will explore Microsoft's newest operating system, Windows 7. In Unit 1, you will start the computer, navigate the Desktop, practice your mouse skills, and shut down the computer. You will also launch programs from the Start menu and work with multitasking skills. Finally, you will create, edit, and save documents in Paint and WordPad. In Unit 2, you will deal with file management. You will learn how files, folders, and drives are organized on the computer and work with Win 7's search tools. You will also organize files in folders and subfolders, and move and delete files and folders. Finally, you will make copies of your files and save them to portable storage devices. In Unit 3, you will connect to the Internet. You will also change certain looks and features associated with Win 7 using the Control Panel. Finally, you will work with Win 7's Help and Support features.

Class Meetings

We will have 12 class meetings from 09/13 to 11/129. The class meets from 09:00 AM to 12:00 PM, in room AN 302 on Thursdays.

Course Objectives

By the end of this course, you will be able to:

- Log on to and shut down the computer
- Use the right-click and dragging mouse motions
- Dock and undock Sidebar Gadgets
- Minimize, maximize, size, and move program windows
- Multitask effectively using the taskbar
- Cut, copy, and paste text and pictures
- Describe and use various file storage devices
- Create and delete/restore folders and subfolders
- Organize digital pictures
- Browse the web and search for topics
- Use Help
- Install and uninstall programs

- Change the screen resolution and the background
- Create a restore point and use System Restore
- Much more!

Course Materials:

USB Flash Drive - Required

Course Text – Not Required

- **Title:** [Welcome to Windows 7](#)
- **Authors:** Marshall and Marshall-Campbell
- **Publisher:** Labyrinth Learning
- **ISBN-13:** 978-1-59136-292-0
- **Price:** \$32.50 at www.lablearning.com

Ground Rules

- **Two-minute Rule:** When you work at the computer, don't struggle with a task that is not working for more than two minutes before asking for help.
- **NDQ Rule:** There are no dumb questions in our classroom. All questions are welcome.
- **Interruption Rule:** Interruptions are welcome. Feel free to raise your hand to ask a question at any time.

Evaluation

Your performance will be evaluated on how you have improved since day 1 of class. This class is a "stress-free" environment where you will work according to your level. Don't worry about how anyone else is doing. Just practice 😊

A final project will be due on the **final day of class**. You will create a video using Windows Live Movie Maker.

Grades

You will be given a Pass or No Pass grade at the end of the semester. If you attend at least 80% of the class AND participate (at your own pace) you will receive a Passing grade.

Certificates

Certificates will be given to those students who attend at least 80% of class time and complete all course work (according to your level).

Contact Information

You can send me email at cwilkerson@sce.edu

Our Class Website: www.MsWilkerson.com