STATE OF MISSOURI
Center FOR MANAGEMENT AND Professional Development

Information Technology and Computer Skills Training

WINDOWS 7 BASICS WEBINAR (Virtual Lecture)

Where: Your Computer Desktop
Time: 9:00 a.m. - 11:00 p.m.
Investment: $50.00

NOTE: This class is a Distance Learning Class to be taken at your workstation. You will need speakers/headphones and a computer with high speed internet access. This is not a hands-on class.

Course Content

- Introduction to Windows 7
- Using the Menu in the Windows Environment
- Manipulating Windows and the Taskbar
- Using Windows Accessories
- Viewing Files Using Windows Explorer
- Managing Files and Folders
- Searching for Files
- Creating and Managing Shortcuts
- Customizing the Start Menu

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