

MICROSOFT WINDOWS 7 OPERATING SYSTEM



Target Audience	For people who are keen to increase their understanding and knowledge of the operating system software Windows 7
Overview	This course aims to provide the participants with the ability to use and operate the software to perform tasks that include starting applications, creating folders, copying and moving files, performing searches and personalising Windows.
Content	<ul style="list-style-type: none">• Gain an overview of Windows 7 including windows and menus• Use the Start menu and Taskbar to open and manage programs• Understand data storage and navigate your computer's drives, folders and files• Navigate the folder hierarchy and work with folders• Manage files on the computer• Create short cuts• Work with the Recycle Bin to manage deleted items• Use the search facility to locate files on your computer• Personalise your computer and the desktop• Work with desktop icons, including creating, selecting, arranging and deleting• Learn how to use Windows Help and Support
Qualification	Non-accredited Statement of Attendance
No. of participants	Minimum 8 – maximum 15
Investment	\$330 (incl GST) per participant (includes training manual)
Duration	1 day or 2 x 3 hour sessions
Catering	Basic morning/afternoon tea is included in this costing (tea, coffee, biscuits). Alternative arrangements available on request.
Contact	Ros Williams Ph: 6253 0682 Email: ros.williams@capitalcareers.com.au

Contact us to discuss how this course can be customised for your organisation's needs