

Windows 7 upgrade training (half day)

Upgrading for office workers and home users

Course outline

Windows 7 upgrade training (half day) is an ideal course for people who are upgrading from an earlier version of Windows such as Windows XP or Windows Vista.

There are numerous changes to the way Windows operates in Windows 7 and many corporate office staff and home users find the new start menu and toolbar systems confusing and difficult to use.

This course teaches your staff how to work efficiently and confidently with Windows 7 as well as showing many time-saving and organisation tricks to make your staff enthusiastic about upgrading to the Windows 7 operating system.

Course duration

Half day (3 hours) - course can be personalised to 2 hours if required.

Covered in this course

Subjects covered in this course include:

- The new Start menu (similar to Vista)
- Pinning programs for easy access
- Switching between programs
- The new time/date area
- Personalising the desktop
- “Snapping” windows
- Right-click menus and right-click extra-options
- Pinning documents for easy access
- Jump menus
- The new toolbar
- Working with libraries
- Searching for files
- Windows shake
- Accessing the control panel options

and much more including our T7 Tips and Tricks section.

Is this course for me?

This program is ideal both for self-taught people who want to learn correct and time-saving techniques with Windows 7 as well as those upgrading from earlier versions of Windows. This course is ideal for both people in the corporate environment as well as home users.

Versions available

Windows 8 upgrade training is also available.

T7 Training Systems

For bookings or enquiries, visit:

www.OnsiteTrainingCourses.com.au

or visit www.T7.net.au

