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 a.m.
Investment: $50.00

NOTE: This class is a Distance Learning Class to be taken at your workstation. 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

Visit our website to find other technical and computer training programs.

www.training.oa.mo.gov