



Windows 7 Introduction

No previous computer knowledge necessary.

Windows Basics

- What is Windows?
- Starting Windows
- Navigating Windows

The Desktop

- The desktop look
- Icons
- Taskbar
- Start menu
- Shut Down

Working with Windows

- Open/Close windows
- Window parts
- Move/Resize windows
- Minimize/Maximize/Restore windows
- Scroll bars
- Menus and Dialog boxes

Running Multiple Programs

- Using menus and toolbars
- Switch between open programs

Internet Explorer and the Intranet

- Using Internet Explorer
- Cleveland Clinic Intranet