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### Course Description

This one-day course is designed to cover all of the important areas of the Windows 7 Operating System. The key elements of this course are as follows:

- ◆ A First Look at Windows 7
- ◆ The Windows 7 Desktop
- ◆ Applications & Gadgets
- ◆ Help & Information
- ◆ Windows Explorer
- ◆ Files, Folders & Disks
- ◆ Manipulating Files & Folders
- ◆ Search Techniques
- ◆ Viruses, Spyware and Cookies
- ◆ Print Options

### Who Should Attend?

Anyone who has limited or no previous knowledge of Windows 7 or is upgrading their current operating system. Some knowledge of the common terminology would be an advantage.

### What Do I Do Now?

For a more detailed Course Outline, to book a place on an Open Course or to arrange an in-house course for your company, please complete our Enquiry Form, call us on 01733 567262 or e-mail us at [admin@vitaltraining.co.uk](mailto:admin@vitaltraining.co.uk)