

## Course Outline: First Steps

### Microsoft Windows 7 – First Steps

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#### Audience

This course is for individuals who are new to, or unfamiliar with, a computer and the Microsoft Windows 7 environment. You are someone who will want to use office type products such as email, spreadsheets and/or word processing applications.

#### Duration

2 hours

#### Prior Learning Segment

There is no prior learning segment.

#### Key Learnings

- PC Fundamentals
- Windows 7 Environment
- Windows Explorer

#### Learning Outcome(s)

At the end of the course you will have the knowledge necessary to develop skills with Microsoft Windows 7 and develop an understanding of the fundamentals of an operating system.

#### Next Learning Segment

