

## Overcoming Obsolete Microsoft Programming: Upgrade to Windows 7 & MS Office 2007, 2010, or 2013

Sub-Topic 1	Navigating Windows 7 Professional
Estimated # of Hours	1 hours
Description	Recognizing and understanding Desktop Components, Start Menu, Quick Search, Task Bar, Control Panel, Gadgets and Personalization Pane
Sub-Topic 2	Understanding the New Ribbon Interface — MS Office 2007/2010/2013
Description	Describe the Ribbon components and enhanced File Backstage View
Sub-Topic 3	File Management with Windows 7
Description	Discussion includes using Files, Folders, Subfolders, and Libraries. Learn to save files on local and network drives
Sub-Topic 4	Efficient Screen Navigation: Switching Between Multiple Screens
Description	Learning to manage multiple windows makes it easier to get to a window quickly and to arrange open windows in an efficient way. Discussion of standard methods and the new Windows 7 Aero features