

# TOTAL TRAINING™ FOR Microsoft® Windows® 7 QUICK REFERENCE GUIDE

<b>C1 GETTING STARTED USING WINDOWS 7</b>	<b>0:48:02</b>	<b>C6 EXAMINING HARDWARE &amp; SOFTWARE</b>	<b>1:10:10</b>
1 Introducing Windows 7		1 Viewing Devices & Printers	
2 A First Look at the Windows Desktop		2 The Device Manager, Drivers & Power Management	
3 Working with User Accounts		3 Setting Default Actions & Programs	
4 Users, Passwords & Permissions		4 Installing & Uninstalling Software	
5 Exploring Log Off & Power Options		5 Alternate Hardware & Software Tools: Touch	
		6 Speech Recognition	
		7 Live Essentials & Services	
<b>C2 CUSTOMIZING THE WINDOWS DESKTOP</b>	<b>0:46:38</b>	<b>C7 ENJOYING MEDIA</b>	<b>0:45:07</b>
1 Using Icons & Shortcuts		1 Playing Audio & Video Using the Media Player	
2 Adding Gadgets		2 Ripping CDs & Creating Playlists	
3 Customizing Backgrounds & Window Appearance		3 Experiencing the Next Level with the Windows Media Center	
4 Customizing Sounds, Screensavers & Icons		4 Tapping into the Windows 7 Gaming Experience	
5 Changing Screen Resolution			
<b>C3 ACCESSING THE START MENU</b>	<b>0:37:39</b>	<b>C8 CONNECTING TO A NETWORK</b>	<b>0:45:01</b>
1 Using Start Menu Options		1 Networking Overview	
2 Customizing the Start Menu		2 Getting Started with Windows 7 Networking	
3 Finding Programs, Files & Settings		3 Working with the Network Adaptor	
		4 Viewing the Network Map & Changing the Workgroup	
		5 Mapping a Network Drive	
<b>C4 EXPLORING THE REVISED TASK BAR</b>	<b>0:39:28</b>	<b>C9 MAINTAINING YOUR SYSTEM</b>	<b>0:28:59</b>
1 Customizing the Notification Area		1 Optimizing Performance	
2 Exploring Buttons on the Taskbar		2 Using Troubleshooters & the Action Center	
3 Taking Advantage of Jump Lists		3 Using the Problem Steps Recorder	
4 Setting Taskbar Properties		4 Keeping Current with Windows Update	
<b>C5 OPTIMIZING THE WINDOWS USER EXPERIENCE</b>	<b>1:17:45</b>	<b>C10 SECURING YOUR SYSTEM &amp; DATA</b>	<b>0:33:51</b>
1 Moving & Sizing Windows		1 Working with System Restore & Shadow Copies	
2 Window Navigation Using Breadcrumbs		2 Executing Backup & Restore	
3 Window Navigation & Customization		3 Implementing BitLocker & BitLocker To Go	
4 Accessing & Configuring Libraries		4 Credits	
5 Organizing, Rating & Tagging Files			
6 Indexing & Search Options			
7 Searching for Files			
8 Sharing Files & Folders			