

# **Microsoft Windows 7 for Real Estate Professionals (non-technical)**

**Intended Audience:** Real Estate Professionals that have recently purchased Windows 7 or are considering upgrading to Windows 7. This class assumes little or no knowledge of Microsoft Windows 7. This class also assumes that each user can wirelessly connect to the internet. (See Section III below)

**Duration:** 3 hours

**Versions:** Microsoft Windows 7

## **Course Outline**

### **I. Windows 7 Editions, Features, and Upgrade Options (30 minutes)**

- A. Understanding Windows 7 Editions and Features grid
- B. 32-bit and 64-bit options
- C. Windows 7 Upgrade options (the Upgrade Advisor and Compatibility Center)
- D. Upgrade versus Custom Installation

### **II. Using the New Desktop Features (80 minutes)**

- A. Applying the Windows Aero desktop
- B. Manipulating Windows with Snap, Shake, and Peek
- C. Using the new Windows Task Bar
- D. Installing Windows Gadgets
- E. Using the new Calculator
- F. Using the new Windows Search Feature
- G. Using the new Windows Explorer (Libraries & Jump Lists)
- H. Configuring Action Center and Notification Area
- I. Using Windows Live applications
- J. Using Ready Boost when system runs low of memory (usb drive required)

### **III. Using Internet Explorer 8 (40 minutes)**

- A. Configuring InPrivate Browsing for increased internet security
- B. Using Web Slices to be informed when your favorite web pages are updated
- C. Using Accelerators to increase web browsing efficiency
- D. Finding information on web pages using the new Find on this Page command