COLL 1020 – Technology Essentials 060 (Mon-Wed)

Spring, 2010

Roane State Community College

Jan Smith, instructor

GETTING STARTED WITH WINDOWS 7

Go to Chapter 1 “Getting Started with Windows 7” and do Activities 1.01 through 1.18. Make sure that you know how to

Create a new folder

Copy, move, rename, and delete files

Find files and folders

Compress files

CORRECTION: Do not use the green student CD with this chapter. Use the one labeled Windows 7 from the front cover of your text, or you may have been given a separate CD.

CORRECTION: Wherever your text refers to a folder 01\_student\_data\_files, your CD will show Student Data Files.

After you have completed activities 1.01 to 1.18:

Select on your storage device the three snips that you captured and saved to the Windows Chapter 1 folder in Project 1B (not the ones from Project 1A!)

renamed folder

compressed folder

search folder

Compress them into one zipped file called compressed\_pictures\_lastname\_firstname.zip.

Submit the zip file to the Dropbox “Getting Started with Windows 7” in Momentum.

Due date: Wed Feb 2, 2011