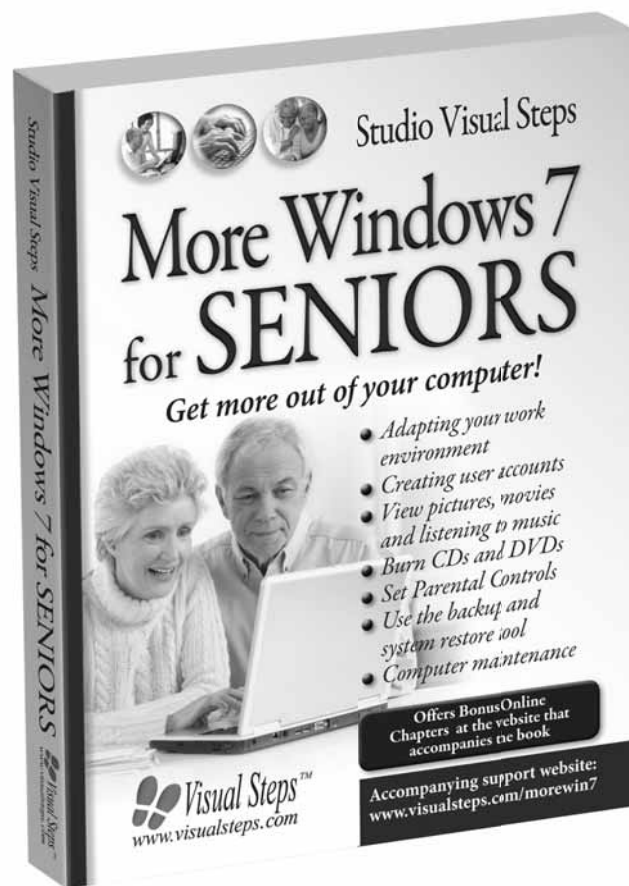


Teachers' Manual

for

More Windows 7 for Seniors



ISBN 978 90 5905 346 5

 **Visual Steps™**
www.visualsteps.com

1. Introduction

This course manual assumes a lesson structure consisting of nine points. These points have been divided into three groups. Each class period will generally have the following structure:

- A Introduction**
1. Make sure the students are ready for class to begin.
 2. Explain this lesson's objectives.
 3. Review any necessary background knowledge.
- B Instruction**
1. Present the subject matter.
 2. Help the students learn the material.
 3. Have the students demonstrate the requested techniques.
 4. Give feedback on the demonstrations.
- C Conclusion**
1. Assess the final results of the learning process (testing).
 2. Recap and demonstrate uses for what's been learned.

This lesson structure should be followed step-by-step from start to finish. Steps B1 through B4 will be frequently repeated, as the subject matter will be offered in small chunks (B1).

This means there will be many points at which the student might need some help (B2).

This also means that during a class, students will learn multiple techniques they can demonstrate (B3), to which the instructor should respond with approval or corrective comments as needed (B4).

On the next page you will see the **lesson structure** again, this time expanded with extra information to clarify the content of and "why" behind each step. This structure will also be followed in explaining the details for the six class meetings later in this manual. You can split the lessons which cover a longer chapter if needed. You may wish to handle the material in these chapters in two separate sessions.

Plan to use the available class time as follows:

- Introduction 10-15%
- Instruction 60-70%
- Conclusion 20-25%

Lesson Structure

A Introduction **1. Make sure the students are ready for class to begin.**

The instructor can ask for silence, close the door, write an announcement on the board, or in some other way draw attention to the coming lesson.

2. Explain this lesson's objectives.

It is important for both student and instructor to know exactly what a lesson's desired results are. The student's work attitude, for example, depends upon whether he needs to recognize, commit to memory, or apply the material being presented.

Simply listing the subjects that will be covered is not enough. The instructor must explain them in recognizable terms.

3. Review any necessary background knowledge.

At the start of each lesson, the instructor should make sure the new information will connect to and build upon previously acquired concepts and skills. In order to do so, the instructor must first help the students recall (activate) the relevant knowledge.

B Instruction **1. Present the subject matter.**

The heart of the learning process is the offering of information by the instructor or by the textbook.

2. Help the students learn the material.

The instructor doesn't stand at the front of the class during the learning process, but rather moves around, observing the students' activities and offering support where necessary. The didactic approach being applied can be characterized as guided experiential learning.

3. Have the students demonstrate the requested techniques.

The point here is not to check whether students have done their homework, but rather to provide an opportunity for practicing the desired (final) techniques. Specific questions will give the students the opportunity to demonstrate to themselves and to the instructor that they understand or can apply the information.

4. Give feedback on the demonstrations.

It's instructive and reinforcing to provide students with feedback on their demonstrations of what they've learned.

Feedback on a student's execution of techniques often occurs naturally: it either works or it doesn't. In any case, feedback should provide information about correct execution of the techniques that are visible during the learning process.

C Conclusion 1. Assess the final results of the learning process.

The point of this step is to determine whether the student has accomplished the educational objectives, and whether he can execute the desired techniques with confidence. There are various forms of testing available for this: completing an exercise, for example, or answering questions. They don't all have to be given at the same time. Naturally, the tests should be tailored to the stated educational objectives.

2. Recap and demonstrate uses for what's been learned.

This last step is focused on helping the material sink in for the long term. As a result, this information should bridge multiple lessons and focus on making connections among different topics.

2. Previous Knowledge

A minimum of prior computer experience is assumed for this course. Students need to be able to:

- click with the mouse
- start and stop programs
- type and edit text
- start up and shut down Windows

If your students do not have these basic skills, they can work through the following book:

Windows 7 for Seniors

Author: Studio Visual Steps
 ISBN 978 90 5905 126 3
 Number of pages: 336
 Paperback

With accompanying support website:
www.visualsteps.com/windows7



3. General

Technical matters such as proper installation of *Windows 7*, *Accessories*, *Internet Explorer* version 8 and an active Internet connection are essential for this course. It is important that the English version of *Windows 7* is installed and that the exercise material has been downloaded to the user's computer. The copying of the exercise material can be done by the students themselves, if you prefer.

Students will also need an empty USB stick, working printer and blank, writable CDs or DVDs. Specific details on these matters fall outside the scope of this manual, however.

4. Lesson Plan

There are nine lessons, covering Chapters 1 through 9.

Lesson 1 Chapter 1 Adapting Your Work Environment

Lesson 2 Chapter 2 Setting Up Windows

Lesson 3 Chapter 3 User Accounts

Lesson 4 Chapter 4 Your Computer

Lesson 5 Chapter 5 Photos, Music and Videos

Lesson 6 Chapter 6 Burning Files to a CD, DVD or Blu-ray Disc

Lesson 7 Chapter 7 Interesting Programs and Handy Features in Windows 7

Lesson 8 Chapter 8 Windows Explorer, Libraries and Folder Windows

Lesson 9 Chapter 9 System Management and Computer Maintenance

If desired, supplemental activities and/or chapters can be added to a lesson. The Bonus Chapters are available online on our website. You will find instructions on how to open, view, or print these documents in Chapter 10 Bonus Online Chapters and Extra Information.

Bonus Chapter 11 Word Processing with WordPad

Bonus Chapter 12 Special Editing Operations in Paint

First Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

Windows 7 allows you the ability to adjust many of the settings according to your own preferences. In the bonus chapters of the book *Windows 7 for Seniors* (ISBN 978 90 5905 126 3) you learned how to set a different background for your desktop and how to select a different screensaver. But you can do much more.

Windows 7 is packed with all sorts of useful functions which will help you work faster. Such as placing shortcuts on your desktop for frequently used programs. By **double-clicking** the icon, your program will start right away. You can also place these **shortcuts** on the taskbar. Then you just need one click to open the program.

Furthermore, you can choose to lock the **taskbar** to keep it permanently in view, or hide it while you are using a program. You can also personalize and adorn your desktop with all sorts of nifty **gadgets**. These are tiny programs that execute specific tasks.

This meeting shows you step-by-step how to adapt your work environment.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- put shortcuts on the desktop;
- organize, move and delete the icons on the desktop;
- lock the taskbar;
- add shortcuts to the taskbar and how to remove them when desired;
- modify the system tray on the taskbar;
- add programs to the Start menu;
- place gadgets on the desktop.

3. Review any necessary background knowledge.

Since this is the first class, you can't refer back to previous classes.

B Instruction 1. Present the subject matter.

Pages 19-47.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 49-52.

Second Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

In *Windows 7* you can modify many of the settings for your hardware and software programs. For the most part, you will use the tools in the **Control Panel** to modify these settings. You can change the settings for your mouse and keyboard, for example, or alter the way the time and date is displayed on your computer.

The **Ease of Access Center** provides you with quick access to a number of tools to help make your computer easier to use. For example, you can choose to use the computer with or without visual displays or sounds.

Another useful feature in *Windows 7* is the ease with which you can **set up** your **default programs**. These are the programs that will be used for specific file types. For example, you can associate all photo files with **Windows Photo Viewer**.

You can also associate a single file type with a specific program. You can assign the **WordPad text editor** to all your text documents, for example. WordPad then becomes the default program that is opened each time you click on a text file.

The last thing covered in this chapter is how to define the default settings for your multimedia files, such as choosing the **auto play settings** for CDs, DVDs and video files.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- use the Control Panel;
- set the date and time on your computer;
- use the Ease of Access Center;
- set your default programs;
- associate file types to specific programs;
- select auto play settings for your CDs, DVDs, and other multimedia.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- put shortcuts on the desktop;
- organize, move and delete the icons on the desktop;
- lock the taskbar;
- add shortcuts to the taskbar and how to remove them when desired;
- modify the system tray on the taskbar;
- add programs to the Start menu;
- place gadgets on the desktop.

B Instruction 1. Present the subject matter.

Pages 53-67.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 69-70.

Third Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

If you regularly share your computer with other users, it is recommended that a separate **user account** is created for each user. A user account contains a user's personal settings and preferences. For instance, the appearance of the desktop and screensaver, as well as the way in which the folders are displayed. Furthermore, each user can have his or her own list of favorite websites and browsing history in *Internet Explorer*. Also, each user can define his or her own settings for e-mail programs, such as *Windows Live Mail*. Finally, each user will have a separate **Personal Folder**.

It is very easy to work with user accounts. The user just needs to click his or her own user name in the *Windows 7* opening screen. Subsequently all the personal settings will be retrieved and applied. Any changes in these settings will not affect the settings of the other users. In *Windows 7* you can quickly switch to the account of another user. You will not need to close your own account first, and you can return to your own account just as quickly.

To prevent others from modifying your settings, you can protect your account with a **password**. With **User Accounts Control** you can secure your computer even further. This feature will prevent other users from accessing programs and settings on your computer for which they are not authorized.

Another useful feature in *Windows 7* is the **Parental Controls** function. This option lets you determine how and when your (grand)children are allowed to use the computer.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- change the name and picture of a user account;
- create a new user account and delete an existing account;
- protect a user account with a password;
- change and remove a password;
- create and use a password reset disk;
- use the guest account;
- quickly switch between users;

- use User Account Control;
- set up Parental Controls.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- use the Control Panel;
- set the date and time on your computer;
- use the Ease of Access Center;
- set your default programs;
- associate file types to specific programs;
- select auto play settings for your CDs, DVDs, and other multimedia.

B Instruction 1. Present the subject matter.

Pages 71-103.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 105-106.

Fourth Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

In this meeting you will take a look at the various components of your computer, such as your computer's **hard drive** and the **removable storage devices**.

You will learn more about the different types of files that are stored on your hard drive. A file can consist of all sorts of things. It might be a part of a software program, or a data file. Your own work, saved as a text document or a photo, is also called a file.

There are many different kinds of **file types**, each with their own file format. It is very useful to learn about the various file types and the programs you can use to open them.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- detect the hard disk drives on your computer;
- view disk properties;
- view your DVD and removable drives;
- take a look at the components and performance of your computer;
- display information about your computer;
- discern the various file types;
- view file properties;
- open a file.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- change the name and picture of a user account;
- create a new user account and delete an existing account;
- protect a user account with a password;
- change and remove a password;
- create and use a password reset disk;
- use the guest account;
- quickly switch between users;
- use User Account Control;
- set up Parental Controls.

B Instruction 1. Present the subject matter.

Pages 107-124.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 127-128.

Fifth Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

In this meeting you will take a closer look at some of the handy built-in features that *Windows 7* provides for working with **photos**, **music**, and **videos**.

Are you like so many others with an enormous amount of digital photos stored on your computer's hard drive? *Windows 7* will help you **organize** this collection. You can learn how to **add tags and ratings** to your photos to make it easier to find them later on. You can turn on the **preview pane** to give you more detailed information about your photos. You will see how quick and easy it is to view the photos in a selected folder as a **slide show**.

Windows 7 provides various options for **sharing** your photos with other people. You can **print** your **photos**, or **send** them **by e-mail**, and if you use the public folder you can share them with other users on your computer.

This meeting will also introduce you to the versatile **Windows Media Player** program. This program can do more than just play your music CDs. You can also use it to play video files and DVD movies.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- work with the Pictures folder;
- view photos in the preview pane;
- use Windows Photo Viewer;
- play a slide show;
- use tags and ratings;
- print photos and send them by e-mail;
- share photos with the other users on your computer;
- connect your digital camera to the computer;
- import photos from your digital camera;
- play a CD in Windows Media Player;
- play a video file;
- play a DVD.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- detect the hard disk drives on your computer;
- view disk properties;
- view your DVD and removable drives;
- take a look at the components and performance of your computer;
- display information about your computer;
- discern the various file types;
- view file properties;
- open a file.

B Instruction 1. Present the subject matter.

Pages 129-183.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 187-190.

Sixth Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

Windows 7 has a built-in burning capacity that will allow you to **burn** data to a **CD, DVD** or even a **blu-ray disc**. You can choose one of two different formats: **Live File System** and **Mastered**. In this meeting, we will show you how to use *Windows 7* to burn files from your computer to a CD or DVD, and which format to use. Burning a blu-ray disc is identical to burning a CD or a DVD.

With the burning capability, you can quickly create copies of important data, such as photo or text files, for safekeeping. You can also use your burned CD, DVD, or blu-ray disc to **transfer files** to another computer, or share them with others. When your computer's hard drive becomes too full, you can free up space by copying some of your larger files, such as video, to an external disc. After you have burned such a disc to free up space, you will need to remove the original files from your computer. Files that are burned to a disc are copied, not moved, so they still remain in their original location on the computer.

In this meeting you will be working with the **Windows Burn program**. This program lets you **create a video DVD** or a **slide show** of your photos in a few easy steps. You can play the DVD in your regular DVD player that is connected to your TV set.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- distinguish various formats for CDs, DVDs, and blu-ray discs;
- create a disc using the Live File System;
- burn data to a disc, and erase data;
- create a disc using the Mastered format;
- add data to a queue, or remove data from a queue;
- view the contents of a disc you have burned in Windows Explorer;
- burn a video DVD with Windows Burn.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- work with the Pictures folder;
- view photos in the preview pane;
- use Windows Photo Viewer;
- play a slide show;
- use tags and ratings;
- print photos and send them by e-mail;
- share photos with the other users on your computer;
- connect your digital camera to the computer;
- import photos from your digital camera;
- play a CD in Windows Media Player;
- play a video file;
- play a DVD.

B Instruction 1. Present the subject matter.

Pages 191-222.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information and Tips on pages 225 & 234.

Seventh Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

Windows 7 contains many interesting programs and handy features.

For instance, you can use the **Sticky Notes** program to place memos on your desktop. You needn't worry about forgetting important appointments anymore. The **Snipping Tool** lets you create screenshots quickly and easily. This comes in handy when you want to explain a specific program option or feature to someone else.

You're probably already familiar with the **Calculator** from previous *Windows* editions. Along with its basic arithmetic function, the Calculator now includes **scientific** and **statistical functions** as well. You can also use it to **convert measurements**.

Furthermore, *Windows 7* comes with several other useful features. Some of these features have already been discussed in *Windows 7 for Seniors* (ISBN 978 90 5905 126 3). To be on the safe side, we will briefly go over these features again in this meeting.

A **Jump List** lets you see at a glance which files were recently open in a particular program. If you click one of the files, it will immediately open in that program.

The **Aero Peek** feature lets you flip through all the windows that are currently open. With **Aero Snap** you can display two windows of the same size next to each other. **Aero Shake** will help you minimize or maximize windows very quickly. Finally, **Aero Flip 3D** will display all open windows in a three dimensional view. This way you can quickly find the window you are looking for.

In this meeting you will also learn more about the **games** included in *Windows 7*.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- Sticky Notes;
- the Snipping Tool;
- the Calculator;
- Jump Lists;
- Aero Peek, Aero Shake and Aero Snap;

- Aero Flip 3D;
- the Windows games.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- distinguish various formats for CDs, DVDs, and blu-ray discs;
- create a disc using the Live File System;
- burn data to a disc, and erase data;
- create a disc using the Mastered format;
- add data to a queue, or remove data from a queue;
- view the contents of a disc you have burned in Windows Explorer;
- burn a video DVD with Windows Burn.

B Instruction 1. Present the subject matter.

Pages 235-258.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information on page 262.

Eighth Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

In the **Windows Explorer** window you can view the contents of your computer. This window lets you work with your **folders, libraries** and **files**.

Windows 7 is the first edition of Windows that uses libraries. Libraries have been added to the program to let you search for and manage your files more quickly and easily.

A library looks a lot like a regular folder. The main difference is that a folder actually contains files. A library does not contain the actual files; in other words your files are not stored in a library. A library offers an aggregate view of your folders and files as a single collection even though they may actually reside in a number of different folder locations, even across different systems. A library allows you to quickly and easily view your files all in one place.

Libraries are also displayed on external hard drives as long as they are connected to your computer. To this end, *Windows* uses folder locations that are linked to the library.

A library will help you more easily find files of a specific type, for instance pictures.

The greatest advantage of the libraries is that you can search for files much quicker in *Windows 7* than in previous editions of Windows.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- open a library;
- create a new library;
- select the properties for a library;
- add folder locations to a library;
- use the search box;
- filter search results;
- search outside a library;
- save a search operation;
- look up a previously saved search operation and execute this search;

- delete a file from a library;
- delete a folder from a library;
- delete a library.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- Sticky Notes;
- the Snipping Tool;
- the Calculator;
- Jump Lists;
- Aero Peek, Aero Shake and Aero Snap;
- Aero Flip 3D;
- the Windows games.

B Instruction 1. Present the subject matter.

Pages 263-291.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information on page 294.

Ninth Meeting

A Introduction 1. Make sure the students are ready for class to begin.

See the general lesson structure.

2. Explain this lesson's objectives.

Present the following information first, writing the words in bold somewhere in large letters so that everyone can see them well (on a blackboard, for example).

Just as a house or a car need regular maintenance, so does your computer. You will occasionally want to buy new software and remove old programs you no longer use. In this meeting you will be able to practice **removing and installing software programs**, by using the **Adobe Reader** program as an example. You can use this program to open PDF files. You will also learn how to install a new, fun gadget onto your desktop.

Your computer's hard drive is the central location where you store your files. Now and then, you need to clean up your hard drive. For this purpose you can use the **Disk Cleanup** and **Disk Defragmenter** tools.

The Disk Cleanup tool removes unnecessary files from your hard drive.

The Disk Defragmenter enhances your computer's performance. In the course of time, your computer's hard drive becomes disorganized and there is a buildup of many fragmented files. You may notice this as your computer seems to operate slower and slower. This means it is time to defragment your hard drive. All files and parts of files will be organized and reordered in a new sequence. Your hard drive can then find your files easier and faster, and your computer will work more efficiently.

At the end of this meeting you can read how to deal with unexpected **computer problems**. *Windows 7* contains a number of useful **troubleshooters** to help you solve these problems. And if you ever find yourself in the situation where *Windows 7* no longer seems to work correctly at all, you can use the **System Restore** program.

**In this lesson, you'll learn how to do the following:
(also write this somewhere that's easy for the students to read)**

- delete (uninstall) programs;
- install programs;
- clean up your hard drive;
- defragment your hard drive;

- solve frequently occurring problems;
- use the troubleshooters;
- create a system restore point;
- use the System Restore tool.

3. Review any necessary background knowledge.

Briefly review the material from the previous class, for instance:

- open a library;
- create a new library;
- select the properties for a library;
- add folder locations to a library;
- use the search box;
- filter search results;
- search outside a library;
- save a search operation;
- look up a previously saved search operation and execute this search;
- delete a file from a library;
- delete a folder from a library;
- delete a library.

B Instruction 1. Present the subject matter.

Pages 295-230.

2. Help the students learn the material.

See the general lesson structure.

3. Have the students demonstrate the requested techniques.

See the general lesson structure.

4. Give feedback on the demonstrations.

See the general lesson structure.

C Conclusion 1. Assess the final results of the learning process.

Briefly discuss any frequently occurring problems you observed during B Instruction.

2. Recap and demonstrate uses for what's been learned.

Go back to the objectives and read them out loud again. Encourage the students to practice the information and skills they've learned at home.

Extra material Background information on page 332.

6. The Final Exam

The *Certificate More Windows 7* is available as a final exam. This multiple-choice test will show students how good their knowledge of *Windows 7* is. If they pass the test, they'll receive a free computer certificate by e-mail.

The test can be taken online at www.ccforseniors.com.

7. Other Course Material

Each Visual Steps book is also optimized for classroom use.

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Teachers' manuals will also become available for these books. For more information, please visit www.visualsteps.com/instructor