

Application Activity: Pp 32-33:

What is “Evaluate Windows Experience”? What can be evaluated?
What is the use of uninstalling a program?

Computer system: pp 38-42

Computer system, computer, hardware, software, input and output devices, storage devices, main memory, RAM and ROM, Secondary memory, CPU, software classification, system and application software.

Operating system: pp 43- 44

Definition, main functions, classification, types of interfaces.

Windows 7: Graphical environment: pp 45-53

Elements of the desktop (identify and define); Elements of the taskbar (identify and define); Main menu (its Jump list, All programs section, Search box); the elements on the right pane (User, documents, images, etc. –see page 50); Dialog boxes (elements); Types of buttons (p 52); library (concept and window’s default libraries); Aeosnap and Aeropeek (concepts).

Windows 7: Basic tasks: pp 54-64

Personalize computer (how to change image of user’s account, change desktop background, change the windows color, change system sounds, change screen saver); how to use Recycle Bin; What are the **edition options** (search page 59); how to create a new folder, Jump lists: concept and how to use.

Windows 7: Special tasks: pp 65-75

Define these tasks: Backup and restore; image of the system; what is the **Action center**; difference between a firewall and an antivirus; disk defragmentation; what is **ReadyBoost**; what is memory diagnostic tool; what is **ObjectDoc**

Movie Maker

What is Movie Maker; elements in its interface; how are WMM files called; elements that can be included in a WMM file; icons in the Home ribbon: Add video and photos, Add music, Add Webcam video, Add Narration, Add Snapshot, Add Title, Add Description, Add Credits; what are Themes; what are Animations; what are Visual Effects; what is the default duration of a photo; how to change the frame duration time; how to record a narration; how to create a movie.