



# Microsoft Windows 7 & Office 2010 på 3 dage

## Spar tid og få det vigtigste fra Windows 7 og Office 2010!

Vi kender til travlheden i Servicedesk-afdelingerne rundt omkring i Danmark. Det kan derfor være svært at tage en hel uge ud af kalenderen for at tage på kursus. Derfor har Global Knowledge samlet et kursusindhold, der kan afholdes på en 3 dages workshop i stedet for 5 dages kursus, uden at gå på kompromis med det vigtigste.

Medarbejdere i ServiceDesken kommer ud for mange forskellige spørgsmål i løbet af en dag. Derfor er det vigtigt med et godt teknisk fundament.

### **På denne 3 dages workshop vil du blive introduceret til både Windows 7 og Office 2010.**

I Windows 7 vil du blive introduceret til de forskellige versioner af Windows 7 og hvilke funktionaliteter, der ligger i hver version. Derefter vil den nye startmenu, proceslinje og brugergrænseflade blive gennemgået. Du vil få vist, hvorfor Windows 7 gør dig mere effektiv, blandt andet fordi Windows 7 er hurtigere til at starte programmer og arrangere vinduer f.eks. ved hjælp af de mange genvejstaster i Windows 7.

De fleste store virksomheder arbejder med Active Directory og på kurset vil du se, hvordan Windows 7 arbejder sammen med Active Directory i forbindelse med bl.a. Group Policy.

Windows 7 er det mest sikre operativsystem, som Microsoft har frigivet. Du vil blive introduceret til nogle af de nye sikkerhedsfeatures som UAC, Firewall, Bitlocker og AppLocker.

Netværk og internet er en integreret del af Windows 7 og du vil få vist, hvordan man arbejder med trådløse netværk og IPv6. Endelig vil Internet Explorer 8/9 blive gennemgået.

I Office 2010 vil du blive introduceret til båndet – Ribbon – og hvordan man laver om på det og generelt indstillingerne i Office 2010. Med Word som udgangspunkt vil du få vist hvordan Office 2010 fungerer samt de nye funktioner i Word 2010, så som Live Preview. I Excel 2010 vil der blive lagt vægt på betinget formatering, formler og ekstern dataadgang. I PowerPoint 2010 er nyhederne blandt andet, at man kan indsætte audio- og videoklip, billedebehandling, lettere adgang til overgange og animationer og publicering af præsentationer på internettet.

## **Agenda for 3 dages workshop**

### **Dag 1**

Module 1: Introduction to Windows 7  
Module 2: Configuring and Managing the Windows 7 Desktop  
Module 3: Customizing the Windows 7 User Interface  
Module 5: Windows 7 Networking and LAN Connectivity

### **Dag 2**

Module 6: Implementing Windows 7 in a Server 2008 R2 Active Directory Environment  
Module 8: Windows 7 for Mobile Computers  
Module 9: Implementing Windows 7 Local, Network and Internet Security

### **Dag 3**

Module 11: Troubleshooting and Monitoring Windows 7  
Module 13: Configuring Internet Explorer 8  
Office 2010 Introduction – Ribbon, Word, Excel and PowerPoint

### **Module 1: Introduction to Windows 7**

This module will provide a high level overview of the Windows desktop operating product line. It describes the Windows 7 product line and their features. It also describes the features of the Windows 7 boot process and how to perform a clean installation as well as an upgrade. Finally, this section describes the Windows Server 2008 R2 deployment technologies that you can use with Windows 7.

### **Module 2: Configuring and Managing the Windows 7 Desktop**

This module explains how to analyze the new features of the Windows 7 desktop. It also explores the new methodology for performing old tasks in an efficient manner. Understanding fully the Windows 7 desktop will allow you, as a support professional, to better serve your clients because the bulk of client issues stem from basic navigation and basic configuration troubleshooting.

### **Module 3: Customizing the Windows 7 User Interface**

This module explains how to create and manage Windows 7 user profile. This module introduces the features of Windows 7 user interface and discusses in depth the Windows 7 Aero graphics package . This module will take you through the steps of using Windows 7 Search and Indexing Service, including how to conduct and save searches.

### **Module 5: Windows 7 Networking and LAN Connectivity**

This module explains how to successfully manage and monitor you networks so they can operate smoothly and efficiently. This module introduces you to the Windows 7 networking technologies as well as networking in general.

### **Module 6: Implementing Windows 7 in a Server 2008 R2 Active Directory Environment**

This module explains how to utilize the server side technologies that are available with Windows Server 2008 R2 and the enterprise abilities of Windows 7. This information will help you understand the things that you can do in your own network to make your job easier and make your data that much more available and secure.

### **Module 8: Windows 7 for Mobile Computers**

This module explains how to understand and manage your mobile work force and challenges they face on a daily basis with Windows 7.

### **Module 9: Implementing Windows 7 Local, Network and Internet Security**

This module explains how to use the various technologies that you can employ to secure your Windows 7 installations, like User Account Control, NAP (Network Access Protection), the Windows firewall and a host of other tools.

### **Module 11: Troubleshooting and Monitoring Windows 7**

This module explains how to use the Windows 7 Reliability Monitor, the Performance Monitor, and the other utilities to maintain and monitor your Windows 7 network.

### **Module 13: Configuring Internet Explorer 8**

This module explains how to set up and configure Internet Explorer 8. This module will give you an understanding of the philosophy behind Internet Explorer 8 and be familiar with some of the new and exciting features of IE8.

### **Office 2010 Introduction – Ribbon, Word, Excel and PowerPoint**

You will get an introduction to the latest version of Office. The introduction will include why the ribbon is designed as it is and how to change settings in the different programs in Office. The introduction will also include a walkthrough of the new features in Word, Excel and PowerPoint.

**Sted:** Global Knowledge, Stamholmen 149, 7., 2650 Hvidovre

**Pris:** Kr. 11.900,- eller 5 SA vouchers, Prisen er ekskl. moms, inkl. materialer og forplejning

**Underviser:** Claus Jacob Wordenskjold

### **Information & Tilmelding:**

Ønsker du mere information eller at tilmelde dig workshoppen, kontaktes vi på telefon 4488 1800 eller email [training@globalknowledge.dk](mailto:training@globalknowledge.dk)