

# Simplify Windows 7

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## Presented by:

**Pam Szczecinski**  
*Stenograph Certified Training Agent*

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## CE POINTS available

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State and National Continuing Education points

## What course provides

Windows 7 tips and tricks

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## What students learn

This webinar based training includes:

- Instant Search - how to find just about everything fast and easy
  - Getting the most out of your Taskbar – pinning things to access your most frequently used programs
  - What are jump lists and how can you use them
  - Snap to it – snap windows side by side
  - Shake it up – how to take several open windows and minimize all of them except the one you want to see
  - Peek – how to peek at your desktop while you're in your software program
  - Snip It – see something you want to keep like a picture or something on a website, save it, email it
  - Gadgets – put information , fun things, pictures, games and more right on your desktop
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## What you receive

Each attendee receives a copy of Pam Szczecinski's training material for class reference and review.

Webinar Date: September 14<sup>th</sup>, & October 12<sup>th</sup>, 2011

Time: 7:30 p.m. – 9:00 p.m. central standard time

Where: Online using [www.gotomeeting.com](http://www.gotomeeting.com)

Price: \$75

Cancellation policy: 48 hrs or less 15 % penalty fee

CE points: 1 ½ CE points CSR & RPR

## Course Outline

### Windows 7 Features

- Instant Search
- Taskbar Pinning
- Using Jump Lists
- Snap Windows Side by Side
- Shake
- Peek
- Snipping Tool
- Gadgets

### NOTE:

This class is available to any reporter wanting to become more Windows knowledgeable.

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### Online registration

- <http://tutor4computers.com/payment/index.htm>

(312) 912-7132 or mail check to:

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