## Pacing Guide: Windows OS Fundamentals

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Summary of Resources and Activities</th>
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</thead>
</table>
| 1    | Lesson 1: Introducing, Installing, and Upgrading Windows 7            | 1. Read lesson 1  
2. Complete the knowledge assessment for lesson 1  
3. Complete the competency and proficiency assessments for lesson 1                                                                 |
| 2    | Lesson 2: Understanding Operating System Configurations and Virtualization | 1. LearnKey videos Session 1 videos/labs/post-test  
2. Read lesson 2  
3. Complete the knowledge assessment for lesson 2  
4. Complete the competency and proficiency assessments for lesson 2                                                                 |
|      | Lesson 3: Using Native Applications, Tools, Mobility, and Remote Assistance | 1. Read lesson 3  
2. Complete the knowledge assessment for lesson 3  
3. Complete the competency and proficiency assessments for lesson 3                                                                 |
| 3    | Lesson 4: Managing Applications, Services, Folders, and Libraries     | 1. LearnKey videos Session 2 videos/labs/post-test  
2. Read lesson 4  
3. Complete the knowledge assessment for lesson 4  
4. Complete the competency and proficiency assessments for lesson 4                                                                 |
| 4    | Lesson 5: Managing Devices                                           | 1. LearnKey videos Session 3 videos/labs/post-test  
2. Read lesson 5  
3. Complete the knowledge assessment for lesson 5  
4. Complete the competency and proficiency assessments for lesson 5                                                                 |
| 5    | Lesson 6: Implementing File and Print Sharing                         | 1. LearnKey videos Session 4 videos/labs/post-test  
2. Read lesson 6  
3. Complete the knowledge assessment for lesson 6  
4. Complete the competency and proficiency assessments for lesson 6                                                                 |
| 6    | Lesson 7: Maintaining and Protecting Windows 7                       | 1. Read lesson 7  
2. Complete the knowledge assessment for lesson 7  
3. Complete the competency and proficiency assessments for lesson 7                                                                 |
|      | Lesson 8: Backing Up and Recovering Data                              | 1. Read lesson 8  
2. Complete the knowledge assessment for lesson 8  
3. Complete the competency and proficiency assessments for lesson 8                                                                 |
|      | LearnKey                                                              | 1. Complete LearnKey sessions 1–4                                                                                                           |
|      | MeasureUp Software                                                    | 1. Complete the MeasureUp material                                                                                                           |
|      | Outside Vendor Assessment                                            | 1. Take the assessment through a proctored site such as Certiport.                                                                       |