

Microsoft®

Windows Vista

Course Outline

Foundation Level

A FIRST LOOK AT WINDOWS VISTA

- Vista – Different versions
- Viewing your 'computer details'
- Resizing a window
- Maximising and Minimising
- Closing a window
- The Start button and Start menu
- Running a program using the Start menu
- Entering text into a program
- Saving data
- Opening a file within a program
- Shutting down Windows

THE WINDOWS DESKTOP

- What is the Windows Desktop?
- Desktop icons
- Moving a Desktop icon
- Windows Taskbar
- Taskbar clock
- Customising your Desktop
- Setting a screen saver
- The Sidebar and gadgets
- Closing a gadget

APPLICATIONS

- Running more than one program at a time
- WordPad, Notepad & Calculator
- Welcome Center
- Switching between programs
- Using Windows Flip 3D
- Cascading windows
- Displaying windows side by side
- Clock, Language and Region settings
- Installing & removing programs
- Creating and using a Desktop shortcut
- Shutting down an application that has frozen
- Restarting the computer

HELP

- How to get help
- Printing a Help topic
- Browsing for Help
- Demos

FILES, FOLDERS AND DISKS

- Types of drive and drive letters
- Windows Explorer
- Views within Windows Explorer
- Types of Windows Explorer icons
- Drives, Folders and Files
- Data storage devices

MANIPULATING FOLDERS

- Creating a folder
- Creating a subfolder
- Renaming a folder
- Deleting a folder
- Displaying folder details

MANIPULATING FILES

- Viewing file details
- Sorting the file list within the Windows Explorer
- Recognising common file types
- Selecting multiple files
- Changing file attribute status
- Renaming files
- Deleting files
- Restoring files and folders from the Recycle Bin
- Emptying the Recycle Bin

COPYING AND MOVING FILES

- The Windows Clipboard
- Moving files between folders
- Copying files between folders
- Backups
- Backing up data to a removable drive

FILE COMPRESSION

- What is file compression?
- Extracting compressed files
- Compressing files
- Disk formatting

SEARCHING FOR DATA

- Viewing recently accessed files
- Searching for files on your hard disk
- Advanced searching

VIRUSES, SPYWARE AND COOKIES

- What are computer viruses?
- What is spyware?
- What are cookies?
- Virus checking programs
- Scanning for viruses
- Updating anti-virus programs

PRINTING ISSUES

- Selecting a printer
- Changing the default printer
- Installing a new printer on the computer
- Using the Print Manager