

Microsoft®

# Windows Vista

## Course Outline

Intermediate Level

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### PERSONALISING THE DESKTOP

- Sorting Desktop icons
- Auto Arranging Desktop icons
- Creating a Desktop shortcut
- Creating a Desktop folder
- Copying Desktop icons to Desktop folders
- Deleting Desktop folders
- Deleting Icons
- Desktop Personalisation options

### TASKBAR CUSTOMISATION

- *Taskbar Locking*
- *Moving the Taskbar*
- *Using AutoHide and Group*
- *Other taskbar customization option*
- *Customizing Notification Area icons*
- *Displaying and hiding Taskbar toolbars*

### CUSTOMIZING THE QUICK LAUNCH TOOLBAR

- What is the Quick Launch toolbar?
- Adding program icons
- Removing program icons
- Reordering icons within the Quick Launch toolbar

### CUSTOMIZING THE START MENU

- Customizing the Vista Start Menu

### SIDEBAR AND GADGETS

- Displaying the Sidebar
- Customising the Sidebar
- Adding Gadgets to the Sidebar
- Removing gadgets from the Sidebar
- Customising the Clock gadget
- Customising the Slide Show gadget
- Getting more gadgets online

### SHARING FILES AND FOLDERS

- Sharing Folders
- Stopping folder sharing
- Accessing shared folders and files on your network
- Mapping a drive

### SECURITY ISSUES

- Opening the Security Center window
- Firewall
- Automatic updating
- Malware protection
- Other security settings

### WINDOWS PHOTO GALLERY

- Opening the Gallery
- Adding tags
- Deleting tags

- Thumbnail views, grouping and sorting
- Adding a folder to the Photo Gallery

### WINDOWS CONTACTS

- Starting Windows Contacts
- Adding Contacts
- Importing a contact list
- Opening Contacts
- Editing a record

### WINDOWS CALENDAR

- Opening the Calendar
- Creating New Calendars
- Adding Appointments
- Changing the Calendar View

### WINDOWS MEDIA CENTRE

- Setting up Windows Media Centre
- Navigating Through Windows Media Centre
- Music
- Pictures and Videos
- Online Media
- TV and Movies
- Tasks

### WINDOWS MEDIA PLAYER

- Opening Windows Media Player
- Playing a movie DVD
- Playing a music CD
- Ripping a CD
- Burning a CD
- The Classic menu view
- Creating Playlists
- Listening to a Playlist

### WINDOWS MOVIE MAKER

- Opening Windows DVD Maker
- Importing media
- Publishing a movie