

Course overview:

Windows Vista Basic

(S679eng)



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Overview and objectives

This one-day course teaches the core features and functions of Windows Vista. Students will learn how to use the Start menu, move and resize windows, manage files and folders, and perform content searches. They will also create shortcuts, change system settings, and browse the Web with Internet Explorer 7. On this course, students will learn how to:

- * Log on to Windows Vista and identify the desktop components; use the Start button to open applications and the taskbar to switch between applications; manipulate window content and move and resize windows; find information and solutions to problems in Windows Help and Support.
- * Open personal folders and other special-purpose folders, navigate the file hierarchy; use the Sidebar and Gadgets.
- * Create and manage content on your computer; search for content.
- * Customize your desktop and Start menu; configure system settings using Control Panel.
- * Browse the World Wide Web using Internet Explorer; customize Internet Explorer; access multimedia content on the Web.

Who should attend?

This course will benefit new users of a personal computer.

Course prerequisites

No previous experience of using a computer is required though some ability with using a mouse and keyboard will be advantageous.

Windows Vista environment

- The Windows Vista desktop • The taskbar and Start menu • Window management • Windows Help and Support

Folders and Gadgets

- Folders • Sidebar and Gadgets

Content management

- Files and folders • Content searches

Customization

- The desktop and Start menu • System settings

Internet Explorer and multimedia

- Web browsing • Customization • Multimedia content

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