

Windows Vista Level 1

1 - day course
Course Code: O171en

Who should attend?

This course is intended for new Vista users.

Prerequisites

Basic microcomputer concepts, as well as keyboard and mouse operations.

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Recognize the interface features of the Windows Vista and learn how to use them.
 - Use the tools necessary to manage files and folders, including the DeskTop, folder windows, views and search features
 - Use networking features available in Windows Vista
 - Print documents including learning how to manage print queues including how to cancel and resume print jobs
 - Customize the Windows Vista interface, Desktop and working environment
-

Course Content

The Basics

Getting Started; Start Menu; The Windows Vista Desktop; Window Components; Managing Multiple Windows; Getting Help

Files and Folders

Concepts; Folder Window Components; Folder Window Viewing Options; Searching for Files and Folders; Selecting Folder Items; File and Folder Management; Recycle Bin; Open and Save Dialog Boxes; Removable Storage;

Connectivity

Accessing a Local Network; Public Folder; Sharing Files and Folders; Mapped Drives; Integrated Internet Browsing

Printing

Overview; Managing Print Jobs; Adding a Local Printer; Network Printing

Customizing the Desktop

Shortcuts; Customizing the Start Menu; Using the Control Panel; Customizing the Taskbar; Using Taskbar Toolbars
