

Course Description

Microsoft® Windows Vista – Level 1 teaches the new information worker how to work effectively with Windows Vista. The student will use a variety of skills and techniques to complete the exercises both using keyboard and mouse options. This course is designed for those people who require the skills necessary to use an operating system on a daily basis.

Students who complete this course can be on their way to preparing for a Microsoft Certified Application Specialist exam. By completing the other levels available for this application students will have reviewed all of the exam objectives.

Course Prerequisites

Prior to taking this course, students must possess the following basic computer literacy and Windows skills:

- ✦ Turn the computer and monitor on
- ✦ Recognize input devices (keyboard, printer, mouse)
- ✦ Perform a warm and cold boot

Course Outline

Lesson 1: Getting Familiar with Windows Vista

Lesson Objectives
 What is Windows Vista
 Recognizing Windows and Dialog Boxes
 What's New in Windows Vista?
 Understanding Networks
 Logging On
 Using the Welcome Center
 Looking at the Desktop
 Navigating using the Mouse and Keyboard
 Using the Start Button
 Looking at a Typical Window
 Working with Program Windows
 Working with Scroll Bars
 Working with Help
 Review Questions

Lesson 2: Customizing Windows Vista

Lesson Objectives
 Customizing the Start Menu
 Starting Programs Automatically
 Working with the Taskbar
 Using the Windows Sidebar
 Working with Desktop Icons
 Modifying the Aero Interface
 Review Questions

Lesson 3: Using the Control Panel

Lesson Objectives
 About Control Panel
 Changing the Screen Appearance
 Working with Mouse Settings
 Working with Sound Settings
 Working with Themes
 Understanding the Power Plans
 Working with Multiple Monitors
 Managing User Accounts
 Advanced User Account Options
 Review Questions

Lesson 4: Working with Windows Explorer and Folders

Lesson Objectives
 About Folders and Files
 File Paths
 Understanding Windows Explorer
 Navigating Windows Explorer
 Applying Windows Explorer Layouts
 Working with Folder Views
 Organizing Folder Contents
 Working with Folder Options
 Creating and Modifying Folders
 Review Questions

Lesson 5: Working with Files

Lesson Objectives
 About Vista Programs
 Working with WordPad
 Renaming, Moving and Copying Files
 Deleting Files
 Working with File Properties
 Review Questions

Lesson 6: Powerful Searching

Lesson Objectives
 About Searching
 Searching within Windows Vista
 Searching using the Start Menu
 Customizing Start Menu Searches
 Searching Folders and Views
 Using Advanced Search Tools
 Saving Searches
 Working with the Search Index
 Review Questions

Lesson 7: Managing Printers

Lesson Objectives
 About Printers
 Installing a New Local Printer
 Installing a Network Printer
 Deleting a Printer
 Setting the Default Printer
 Working with Print Jobs
 Review Questions

Lesson 8: Handling Devices and Drivers

Lesson Objectives
 About Devices
 Installing a Device
 Disconnecting Devices
 Using the Device Manager
 Managing Installed Drivers
 Enabling and Disabling Devices
 Review Questions

Lesson 9: Backing Up and Restoring Files

Lesson Objectives
 About Backups
 Looking at the Backup and Restore Center
 Backing up Files
 Restoring Files from a Backup
 Backing up the Entire Computer
 Working with System Protection
 Review Questions

Appendices

Appendix A: A Quick Review of the Basics
 Appendix B: Answers to Review Questions
 Appendix C: Microsoft Windows Vista Exam Objectives
 Appendix D: Glossary of Terms
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