

# Windows Vista Introduction

**Duration:** 1 Day

## Course Overview:

This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows Vista. In this course, you will familiarize yourself with the basics of personal computers, customize Windows Vista, and manage file and folders. You will also work with simple tools and browse the Internet.

## Students Learn How To:

- Identify the basic components and capabilities of personal computers
- Explore Windows Vista
- Customize the Windows Vista desktop
- Use common tools and programs available in Windows Vista
- Manage folders and files
- Browse the Internet using Internet Explorer 7.0

**Who Should Attend:** This course is designed for any knowledge worker, business professional, or private individual who needs to use entry-level Windows Vista computer skills in a business or personal environment.

**Prerequisites:** None.

## Course Outline:

### Getting Started with Personal Computers

- Personal Computer Basics
- Personal Computer Hardware
- Personal Computer Functionality

### Exploring Windows Vista

- Log On to Windows Vista
- Explore the Desktop
- Manipulate Open Windows
- Use Help And Support
- Turn Off the Personal Computer

### Customizing the Windows Vista Desktop

- Customize the Start Menu
- Customize the Taskbar
- Personalize the Desktop
- Set a Screen Saver
- Configure the Sidebar

### Using Common Tools and Programs in Vista

- Create a Document in WordPad
- Format a Document in WordPad
- Work with the Calculator
- Customize a Graphic with the Paint Tool

### Managing Folders and Files

- Navigate Folders with Windows Explorer
- Work with Folders and Files
- Organize Files and Folders
- Search for Folders and Files
- Use the Advanced Search Options
- Burn Data on Storage Media

### Browsing the Internet

- Become Familiar with the Internet
- Browse Websites with Internet Explorer 7.0
- Download and Install a Gadget

### Appendix A: Windows Vista Keyboard Shortcuts

### Appendix B: Buying a New PC