

Windows Vista New Features

Duration: 1 Day

Course Overview:

You are familiar with the earlier versions of Microsoft's Windows operating systems. Every new Windows version includes features and enhancements to overcome the limitations and drawbacks of its predecessors. Microsoft Windows Vista is the latest release in the Microsoft Windows operating system family. In this course, you will use the new features in Windows Vista to improve your workflow efficiency and business productivity.

Students Learn How To:

- Examine the various changes and new interface components of the Windows Vista environment
- Use new Windows Vista functions to search for folders and files
- Work with the new organizational and productivity tools and applications provided in Windows Vista
- Share data and collaborate with other users using the networking and sharing options of Vista
- Enhance system performance by using several features provided by Vista
- Enhance your system security against online threats and unauthorized access

Who Should Attend: Anyone who will be using Vista and would like to learn the basics of the operating system.

Prerequisites: Some experience of working in either a Windows XP or Windows 2000 desktop operating system environment is required.

Course Outline:

Exploring Windows Vista

- Get Started with Windows Vista
- The Windows Vista User Interface
- Examine New Features in Windows Explorer
- Configure the Sidebar
- Implement Windows Aero

Enhancing System Security

- Protect the System from Online Threats
- Implement Windows Vista Security Features
- Backup and Restore Files and Folders

Appendix A: Regrouped Features in Windows Vista

Searching for Folders and Files

- Search to Locate Folders and Files in Windows Explorer
- Search for Files Using the Advanced Search Options

Working with New Tools and Applications in Windows Vista

- Manage Calendars and Tasks
- Use Internet Explorer 7 to Access the Web
- Manage Pictures

Networking to Share and Collaborate

- Use the Network And Sharing Center to Share Content
- Synchronize Data with Sync Center
- Collaborate Online with Windows Meeting Space
- Modify the Mobile PC Settings

Enhancing Performance in Windows Vista

- Optimize Power Consumption
- Improve Computer Performance