

Introduction to Windows Vista for End Users

Course Number: VistaIntro

Length: 1 Day(s)

Certification Exam

There are no exams associated with this course.

Course Overview

In introductory course, the instructor will discuss and demonstrate many of the new features of Windows Vista. There are a bunch of new features to learn that will make your everyday computing even easier. You'll be acquainted with Vista in no time and be able to use Microsoft's latest operating system to its fullest.

Prerequisites

Basic Windows proficiency is required.

Audience

This course is for anyone interested in learning the new features of Windows Vista.

Course Outline

- **Course Introduction**
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- **Chapter 1 - Exploring the New Interface**
- Exploring the New Interface
- New Interface
- Demo - New Interface
- Starting Up
- Leaving Your Computer
- Demo - Leaving Your Computer
- Starting Programs
- Finding Documents & Files
- Demo - Documents & Files
- Demo - Advanced Search Options
- Switching Between Programs and Windows
- Mouse
- Keyboard
- Demo - Keyboard and Mouse
- Shortcut Menus
- Help and Support

- Chapter 1 Review
- **Chapter 2 - Programs and Documents**
- Programs and Documents
- Starting Programs
- Documents
- Demo - Programs Documents
- Input Panels and Tablets
- Sticky Notes and Journal
- Demo - Input Panels and Tablets
- Sidebar and Gadgets
- Demo - Sidebar and Gadgets
- Running Commands
- Demo - Running Commands
- Windows Calendar
- Demo - Windows Calendar
- Internet Explorer
- Finding a Web Page
- Favorites
- Opening Multiple Web Pages
- Setting Multiple Web Pages as Home Page Tabs
- Chapter 2 Review
- **Chapter 3 - Working with Pictures, Sound and Music**
- Working with Pictures, Sound and Music
- Working with Pictures (Windows Photo Gallery)
- Finding, Labeling & Tagging your Pictures
- Photo Information
- Demo - Finding, Labeling & Tagging your Pictures
- Importing Photos from your Camera
- Managing your Photos
- Creating a Multimedia Slide Show of your Pictures
- Playing a Music CD
- Directing your Computer with Voice Commands
- Chapter 3 Review
- **Chapter 4 - Printing and Scanning**
- Printing and Scanning
- Printing a Document
- Setting a Default Printer
- Printing Pictures
- Demo - Printing Pictures
- Printing Web Pages
- XPS Documents
- Demo - XPS Documents
- Scanning a Document
- Steps to Scanning
- Chapter 4 Review
- **Chapter 5 - Managing Files and Folders**

- Managing Files and Folders
- Windows Views
- Sorting Files and Folders
- Viewing File Information
- Demo - Views
- Classifying your Files
- Navigation of Folders
- Folder Links
- Demo - Folder Links
- Finding Folders
- Organizing Files
- Demo - Folders
- Sharing Files
- Demo - Sharing Files
- Recovering Deleted Item
- Demo - Recovering Deleted Item
- Flash Drives and Removable Memory
- Demo - Flash Drives and Removable Memory
- Chapter 5 Review
- Course Closure