

Microsoft ®

Vista

Course Outline

Foundation Level
1 Day Course



WINDOWS VISTA

- Different versions of Vista
- Computer details
- Resizing
- Closing windows
- Start button and menu
- Saving data
- Opening files
- Shutting down

WINDOWS DESKTOP

- Desktop icons
- Windows taskbar
- Customising the sidebar and gadgets
- Creating a screen saver and wallpaper

APPLICATIONS

- Using more than one program simultaneously
- Using WordPad, Notepad and the calculator
- Using the welcome centre
- Using Windows Flip 3D
- Cascading and displaying windows
- Clock, language and regional settings
- Installing and removing programs
- Creating and using desktop shortcuts
- Solving frozen applications
- Restarting the computer

WHERE TO FIND HELP

- How to get help
- Printing help topics
- Browsing for help and using demos

FILES, FOLDERS AND DISKS

- Different types of drives and letters
- Views within Windows Explorer
- Drives, folders and files
- Data storage devices

MANIPULATING FOLDERS

- Creating folders and subfolders

- Renaming and deleting folders
- Different folder views
- Displaying folder details

MANIPULATING FILES

- Viewing file details
- Sorting lists
- Recognising common file types
- Selecting multiple files
- Changing file attribute status
- Renaming and deleting files
- Restoring files and folders from the Recycle Bin
- Emptying the Recycle Bin

COPYING AND MOVING FILES

- The Windows Clipboard
- Moving and copying files between folders
- Using and creating a backup to a removable drive

FILE COMPRESSION

- What is file compression?
- Extracting compressed files
- Compressing files
- Disk Formatting

SEARCHING FOR DATA

- Viewing recently accessed files
- Searching for files on the hard drive
- Advanced search techniques

VIRUSES, SPYWARE AND COOKIES

- What are computer viruses, spyware and cookies?
- Virus checking programs and scanning
- Updating anti-virus programs

PRINT MANAGEMENT

- Selecting a printer/installing a printer
- Changing default settings