

Microsoft ®

Vista

Course Outline

Intermediate Level

1 Day Course



PERSONALISING THE DESKTOP

- Sorting desktop icons
- Auto arranging desktop icons
- Creating a desktop shortcut and folder
- Copying desktop icons to desktop folders
- Deleting desktop folders
- Deleting icons
- Desktop personalisation options

TASKBAR CUSTOMISATION

- Taskbar locking
- Moving the taskbar
- Using AutoHide and group features
- Other taskbar customisation options
- Customising Notification Area icons
- Displaying and hiding taskbar toolbars

CUSTOMISING THE QUICK LAUNCH TOOLBAR

- What is the Quick Launch toolbar?
- Adding and removing program icons
- Reordering icons within the Quick Launch toolbar

CUSTOMISING THE START MENU

- Customising the Vista Start menu

SIDEBAR AND GADGETS

- Displaying and customising the side bar
- Adding gadgets to the sidebar
- Removing gadgets from the side bar
- Customising the Clock gadget
- Accessing more gadgets online

SHARING FILES AND FOLDERS

- Sharing folders
- Stopping folder sharing
- Accessing shared folders and files on your network
- Mapping a drive

SECURITY ISSUES

- Opening the Security Centre window

- Firewall
- Automatic updating
- Malware protection and other security settings

WINDOWS PHOTO GALLERY

- Opening the gallery
- Adding and deleting tags
- Thumbnail views, grouping and sorting
- Adding folders to the photo gallery

WINDOWS CONTACTS

- Starting windows contacts
- Adding new contacts
- Importing contact lists
- Opening contacts and editing records

WINDOWS CALENDAR

- Opening the calendar
- Creating new calendars
- Adding appointments
- Changing the calendar view

WINDOWS MEDIA CENTRE

- Setting up windows media centre
- Navigating through windows media centre
- Music
- Pictures and videos
- Online media
- TV and movies
- Tasks

WINDOWS MEDIA PLAYER

- Opening windows media player
- Playing a movie DVD
- Playing a music CD
- Ripping and burning a CD
- Classic view menu
- Creating and listening to playlists

WINDOWS MOVIE MAKER

- Opening windows movie maker
- Importing media
- Publishing a movie

