

Windows Vista: Level 1 + CertBlaster

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Version: 1

Course Length: 1 day

Prerequisites: None

What's in Windows Vista: Level 1 + CertBlaster:

This trainer-friendly learning guide provides the perfect solution for a one day training course. Designed for quick scanning in the classroom, and filled with interactive exercises, these open, modular guides virtually guarantee success for your instructors. This course covers the Windows Vista environment, Windows Help and Support, folders and gadgets, content management, customization, Internet Explorer and multimedia.

Topic-Level Outline

Unit 1 : Windows Vista environment

Topic A: * The Windows Vista desktop

A-1: Logging on to a Windows Vista computer

A-2: Identifying desktop components

A-3: Using the mouse

Topic B: * The taskbar and Start menu

B-1: Using the Start menu to open applications

B-2: Switching between applications

Topic C: * Window management

C-1: Moving a window

C-2: Resizing a window

C-3: Using the Control menu buttons

C-4: Working with menus

C-5: Working with toolbars

C-6: Using scrollbars

C-7: Working with the Save As dialog box

Topic D: * Windows Help and Support

D-1: Picking a Help topic

D-2: Searching for Help topics

D-3: Locking and logging off from Windows Vista

Unit 2 : Folders and Gadgets

Topic A: * Folders

A-1: Opening your personal folder

A-2: Opening the Documents folder

A-3: Opening the Pictures and Music folders

A-4: Browsing the folder hierarchy

Topic B: * Sidebar and Gadgets

B-1: Opening the Sidebar

B-2: Inspecting Gadgets

B-3: Closing Gadgets and the Sidebar

Unit 3 : Content management

Topic A: * Files and folders

A-1: Opening files in their associated programs

A-2: Creating new text files

A-3: Creating new folders

A-4: Moving files and folders

A-5: Copying files

A-6: Renaming files and folders

A-7: Deleting a file

A-8: Recovering a deleted file

Topic B: * Content searches

B-1: Searching for content by name

B-2: Searching for content that contains specific text

B-3: Searching in a folder

B-4: Performing an advanced search

Unit 4 : Customization

Topic A: * The desktop and Start menu

A-1: Creating a desktop shortcut

A-2: Pinning shortcuts to the Start menu

A-3: Deleting a desktop shortcut

A-4: Unpinning and removing Start menu shortcuts

Topic B: * System settings

B-1: Setting mouse properties

B-2: Setting keyboard properties

B-3: Choosing a new desktop background

B-4: Choosing a screen saver

Unit 5 : Internet Explorer and multimedia

Topic A: * Web browsing

A-1: Exploring the Internet Explorer interface

A-2: Using hyperlinks and the Address bar

A-3: Working with the History list

A-4: Opening and switching between tabs

A-5: Searching the Web

A-6: Switching between tabs

A-7: Setting your home page

A-8: Setting a home page tab group

Topic B: * Customization

B-1: Working with the Favorites list

B-2: Configuring pop-up blocking

B-3: Clearing your browse history

B-4: Adding an RSS news feed

Topic C: * Multimedia content

C-1: Playing audio content

C-2: Playing video content