

## Windows Vista: Level 2 + CertBlaster

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**Version:** 1

**Course Length:** 1/2 day

**Prerequisites:** Windows Vista: Level 1

**What's in Windows Vista: Level 2 + 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 system management, managing multiple users, managing passwords, file management, print management, networking and collaboration tools.

### Topic-Level Outline

#### Unit 1 : System management

*Topic A: \* Security Center*

A-1: Exploring the Windows Security Center

*Topic B: \* Windows Defender*

B-1: Scanning for spyware

B-2: Configuring Windows Defender

*Topic C: \* System Restore*

C-1: Creating a restore point

C-2: Restoring a previous state

#### Unit 2 : Managing multiple users

*Topic A: \* Windows Vista user accounts*

A-1: Creating a new user

A-2: Editing and deleting a user account

*Topic B: \* User switching*

B-1: Switching users

*Topic C: \* Managing passwords*

C-1: Using login passwords

C-2: Changing and deleting a password

#### Unit 3 : File management

*Topic A: \* Advanced file and folder management*

A-1: Changing file attributes

A-2: Changing general folder options

A-3: Changing advanced folder settings

*Topic B: \* Disk maintenance*

B-1: Using Disk Cleanup

B-2: Using Disk Defragmenter

*Topic C: \* Using Windows Backup*

C-1: Backing up files

C-2: Restoring files

C-3: Creating a complete PC backup

#### Unit 4 : Print management

*Topic A: \* Windows printing*

A-1: Using the Add Printer Wizard

A-2: Setting the default printer

*Topic B: \* Managing print jobs*

B-1: Pausing the printer and printing documents

B-2: Managing the print queue

B-3: Exploring printer options

B-4: Deleting a printer

#### Unit 5 : Networking

*Topic A: \* Windows Networking*

A-1: Considering the utility of networks

*Topic B: \* Sharing files*

B-1: Enabling sharing through the Public folder

B-2: Accessing files shared via the Public folder

B-3: Enabling password protected sharing

B-4: Creating a user account for network access

B-5: Sharing a folder

B-6: Browsing for password protected network resources

B-7: Creating a shortcut to a shared folder

B-8: Turning off password protected sharing

*Topic C: \* Sharing printers*

C-1: Enabling printer sharing

C-2: Setting printer sharing options

C-3: Using a shared printer

#### Unit 6 : Collaboration tools

*Topic A: \* Windows Meeting Space*

A-1: Activating and configuring Windows Meeting Space

A-2: DEMO: Starting a meeting

A-3: Participating in a meeting

A-4: Sharing programs and handouts

*Topic B: \* Windows Calendar*

B-1: Creating an appointment on your calendar

B-2: Publishing your calendar

B-3: Subscribing to a calendar