

Windows Vista: New Features Instructor Guide + CertBlaster

Publisher: CourseILT

Code: 1423917391

ISBN: 1423917391

Version: 1

Course Length: 1/2 day

Prerequisites: Familiarity with Windows XP or Windows 2000 Professional

What's in Windows Vista: New Features Instructor Guide + CertBlaster:

This trainer-friendly learning guide provides the perfect solution for a 1/2 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 introduces students to the Windows Vista environment, content organization, Internet Explorer, collaboration tools, customization and security.

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

*Topic B: * The taskbar and Start menu*

B-1: Using the Start menu to open applications

B-2: Switching between applications

B-3: Locking and logging off

*Topic C: * Sidebar*

C-1: Opening the Sidebar

C-2: Adding gadgets to the Sidebar

C-3: Controlling gadgets

C-4: Customizing the Sidebar

Unit 2 : Content organization

*Topic A: * Personal folders and subfolders*

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 using the list pane

*Topic B: * Content searches*

B-1: Searching for content by name

B-2: Searching for content with specific keywords

B-3: Searching within a folder

B-4: Examining default saved searches

B-5: Saving a search

Unit 3 : Internet Explorer

*Topic A: * Web browsing*

A-1: Exploring the new Internet Explorer interface

A-2: Browsing the Web

A-3: Browsing in Internet Explorer using tabs

A-4: Choosing a search provider

*Topic B: * Security*

B-1: Clearing your browse history

B-2: Configuring the Phishing Filter

*Topic C: * Multimedia content*

C-1: Playing audio content

C-2: Playing video content

C-3: Viewing an RSS news feed

Unit 4 : Collaboration tools

*Topic A: * Windows Meeting Space*

A-1: Activating and configuring Windows Meeting Space

A-2: Starting a meeting

A-3: Participating in a meeting

A-4: Presenting and sharing handouts

*Topic B: * Windows Calendar*

B-1: Creating an appointment on your calendar

B-2: Publishing your calendar

B-3: Subscribing to a calendar

Unit 5 : Customization and security

*Topic A: * Customization*

A-1: Changing your desktop's background image

A-2: Adjusting your monitor's resolution and scale

*Topic B: * Security Center*

B-1: Exploring the Windows Security Center

*Topic C: * Windows Defender*

C-1: Scanning for spyware

C-2: Configuring Windows Defender