

Windows Vista – Foundation

Introduction to the Course

This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows Vista. In this course, you will familiarize yourself with the basics of personal computers, customize Windows Vista, and manage file and folders.

Objectives

You will use a personal computer loaded with Microsoft Windows Vista to help you acquire the latest skills in computers.

Course Content

Windows Vista

Vista – Different versions
Resizing a window
Maximising/Minimising/Closing a window
The Start button and Start menu
Running a program using the Start menu
Entering text into a program
Saving data
Opening a file within a program
Shutting down Windows

The Windows Desktop

What is the Windows Desktop?
Desktop icons/Moving a Desktop icon
Windows Taskbar/Taskbar clock
Customising your Desktop
Setting a screen saver
The Sidebar and gadgets

Vista - Applications

Running more than one program at a time
WordPad, Notepad & Calculator
Welcome Center
Switching between programs/Windows Flip 3D
Cascading windows/Displaying windows side by side
Clock, Language and Region settings
Installing & removing programs
Creating and using a Desktop shortcut

Help

How to get help
Printing a Help topic

Files, Folders & Disks

Types of drive and drive letters
Windows Explorer
Types of Windows Explorer icons
Drives, Folders and Files
Data storage devices

Manipulating Folders

Creating a folder
Renaming a folder
Deleting a folder
Displaying folder details

Manipulating Files

Viewing file details
Sorting the file list within the Windows Explorer
Recognising common file types
Selecting multiple files
Renaming files
Deleting files
The Recycle Bin

Copying And Moving Files

The Windows Clipboard
Moving files between folders
Copying files between folders
Backups
Backing up data to a removable drive

File Compression

What is file compression?
Extracting compressed files
Compressing files
Disk formatting

Viruses, Spyware And Cookies

What are computer viruses?
What is spyware?
What are cookies?
Virus checking programs
Scanning for viruses
Updating anti-virus programs

Printing Issues

Selecting a printer