

Windows Vista – Intermediate

Introduction to the Course	This course will provide you with the skills you need to get the most out of your personal computers and work with the various features, tools, and options available in Windows Vista.
Objectives	You will use a personal computer loaded with Microsoft Windows Vista to help you acquire the latest skills in computers.

Course Content

Personalising the Desktop

Sorting Desktop icons
 Auto Arranging Desktop icons
 Creating a Desktop shortcut/folder
 Deleting Desktop folders
 Deleting Icons
 Desktop Personalisation options

Taskbar Customisation

Taskbar Locking
 Moving the Taskbar
 Using Auto Hide and Group
 Other taskbar customization option
 Customizing Notification Area icons
 Displaying and hiding Taskbar toolbars

Customizing the Quick Launch Toolbar

What is the Quick Launch toolbar?
 Adding program icons
 Removing program icons
 Reordering icons within the Quick Launch toolbar

Customizing the Start Menu

Customizing the Vista Start Menu

Sidebar & Gadgets

Displaying the Sidebar
 Customising the Sidebar
 Adding Gadgets to the Sidebar
 Removing gadgets from the Sidebar
 Customising the Clock gadget
 Customising the Slide Show gadget
 Getting more gadgets online

Sharing Files & Folders

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

Security Issues

Opening the Security Center window
 Firewall
 Automatic updating
 Malware protection
 Other security settings

Windows Photo Gallery

Opening the Gallery
 Adding/Deleting tags
 Thumbnail views, grouping and sorting
 Adding a folder to the Photo Gallery

Windows Contacts

Starting Windows Contacts
 Adding Contacts
 Importing a contact list
 Opening Contacts
 Editing a record

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

Windows Media Player

Opening Windows Media Player
 Playing a movie/music DVD
 Creating Playlists
 Listening to a Playlist

Windows Movie Maker

Opening Windows DVD Maker
 Importing media