

Windows Vista:

Advanced

### Topic-Level Outline

Days: 1

Prerequisites: Windows Vista: Basic or equivalent experience

#### 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