

Windows Vista:

Basic

Topic-Level Outline

Days: 1

Prerequisites: Experience using a personal computer, keyboard, and mouse

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

A-3: Using the mouse

Topic B: The taskbar and Start menu

B-1: Using the Start menu to open applications

B-2: Switching between applications

Topic C: Window management

C-1: Moving a window

C-2: Resizing a window

C-3: Using the Control menu buttons

C-4: Working with menus

C-5: Working with toolbars

C-6: Using scrollbars

C-7: Working with the Save As dialog box

Topic D: Windows Help and Support

D-1: Picking a Help topic

D-2: Searching for Help topics

D-3: Locking and logging off from Windows Vista

Unit 2: Folders and Gadgets

Topic A: Folders

- 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

Topic B: Sidebar and Gadgets

- B-1: Opening the Sidebar
- B-2: Inspecting Gadgets
- B-3: Closing Gadgets and the Sidebar

Unit 3: Content management

Topic A: Files and folders

- A-1: Opening files in their associated programs
- A-2: Creating new text files
- A-3: Creating new folders
- A-4: Moving files and folders
- A-5: Copying files
- A-6: Renaming files and folders
- A-7: Deleting a file
- A-8: Recovering a deleted file

Topic B: Content searches

- B-1: Searching for content by name
- B-2: Searching for content that contains specific text
- B-3: Searching in a folder
- B-4: Performing an advanced search

Unit 4: Customization

Topic A: The desktop and Start menu

- A-1: Creating a desktop shortcut
- A-2: Pinning shortcuts to the Start menu
- A-3: Deleting a desktop shortcut
- A-4: Unpinning and removing Start menu shortcuts

Topic B: System settings

- B-1: Setting mouse properties
- B-2: Setting keyboard properties
- B-3: Choosing a new desktop background
- B-4: Choosing a screen saver

Unit 5: Internet Explorer and multimedia

Topic A: Web browsing

- A-1: Exploring the Internet Explorer interface
- A-2: Using hyperlinks and the Address bar
- A-3: Working with the History list
- A-4: Opening and switching between tabs
- A-5: Searching the Web
- A-6: Switching between tabs
- A-7: Setting your home page
- A-8: Setting a home page tab group

Topic B: Customization

- B-1: Working with the Favorites list
- B-2: Configuring pop-up blocking
- B-3: Clearing your browse history

B-4: Adding an RSS news feed

Topic C: Multimedia content

C-1:
Playing audio content

C-2:
Playing video content