

# Microsoft Windows Vista: Level 1

Course number: 085607  
Course length: 1.0 day(s)



## Course Description

**Target Student:** Any Knowledge worker or business professional who needs entry-level computer skills in a business environment.

**Prerequisites:** There are no prerequisites for this course.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- get started with personal computers.
- explore Windows Vista.
- customize Windows Vista desktop.
- manage folders and files.
- use common tools and programs in Vista.
- browse the Internet using Internet Explorer 7.0.

## Course Content

### Lesson 1: Getting Started With Personal Computers

Topic 1A: Identify a Personal Computer

*Personal Computer*

*Uses Of Personal Computers*

Topic 1B: Identify the Types of Personal Computers

*Classification of Personal Computers*

Topic 1C: Identify the Hardware Components of a Personal Computer

*External Hardware*

*Internal Hardware*

*Memory Calculation*

*Uncommon Devices*

Topic 1D: Examine the Functionality of a Personal Computer

*The Process of PC Operation*

*Application Software*

*System Software*

Topic 1E: Start a Personal Computer

*The Boot Process*

Topic 1F: Explore the Functionality of a PC Mouse

*Mouse Controls*

*Mouse Actions*

### Lesson 2: Exploring Windows Vista

Topic 2A: Get Started With Windows Vista

*Versions of Windows Vista*

*The Welcome Screen*  
*The Ease Of Access Button*  
*The Shut Down Button*  
*The Welcome Center*  
*The Windows Shell*  
Topic 2B: Explore the Desktop  
*The Desktop*  
*The Taskbar*  
*The Start Menu*  
*Submenus*  
*Objects*  
*Properties*  
*Pop-up Descriptions*  
Topic 2C: Manipulate Open Windows  
*Common Window Components and Controls*  
*The Taskbar Features*  
Topic 2D: Use Help and Support  
*Help and Support Center*  
Topic 2E: Turn Off the Personal Computer  
*Shutdown*  
*Hibernate*  
*Sleep*  
*Switch User*  
*Restart*  
*Log Off*  
*System Lock*

### **Lesson 3: Customizing Windows Vista Desktop**

Topic 3A: Customize the Start Menu  
*The Start Menu*  
Topic 3B: Customize the Task Bar  
*The Task Bar*  
*Quick Launch*  
Topic 3C: Customize the Desktop  
*Background Image*  
*Additional Icons*  
Topic 3D: Set a Screen Saver  
*Screen Saver*  
Topic 3E: Configure the Sidebar  
*Gadget Gallery*  
*Clock Gadget*  
*Side Show Gadget*  
*Feed Headlines Gadget*

### **Lesson 4: Managing Folders And Files**

Topic 4A: Explore Folder and File Organization  
*Folders*  
*Files*  
*Windows Hierarchy*  
Topic 4B: Access The Windows Explorer  
*The Explorer Features*  
*The Address Bar*  
*The Command Bar*  
*The Navigation Pane*

*The File List*  
*The Preview Pane*  
*The Details Pane*  
Topic 4C: Work with Folders  
*Folder Naming Conventions*  
*Folder Shortcuts*  
*Folder Types*  
*Favorite Links List*  
Topic 4D: Work with Files  
*File Naming Conventions*  
*File Extensions*  
*File Shortcuts*  
Topic 4E: Manage Files  
*File Display*  
*File Display Details*  
*Sort Files*  
*Stack Files*  
*Group Files*  
*Personal Information*  
*Tags*  
Topic 4F: Search Folders And Files  
*Instant Search*  
*The Search Explorer*  
*Index*  
*Filter a Search*  
Topic 4G: Use the Advanced Search  
*Advanced Search*  
*Wild Cards*  
*Searches Folder*  
Topic 4H: Use The Recycle Bin  
*File and Folder Deletion*  
*The Recycle Bin*

## **Lesson 5: Using Common Tools and Programs in Vista**

Topic 5A: Create a Document in WordPad  
*Text Editors*  
Topic 5B: Format a Document in WordPad  
*Text Selection Techniques*  
*Text Formatting Techniques*  
*Document Update Techniques*  
Topic 5C: Use The Calculator  
*Calculator*  
Topic 5D: Customize A Logo In Paint  
*Paint*

## **Lesson 6: Browsing the Internet**

Topic 6A: Get Familiar with the Internet  
*The Internet*  
*The Internet Browser*  
Topic 6B: Browse Websites with Internet Explorer 7.0  
*Internet Explorer 7.0*  
*The Internet Explorer 7.0 User Interface*  
*Tabbed Browsing*  
Topic 6C: Download a Gadget

