

Microsoft® Windows Vista™: Level 2

Course number: 085608
Course length: 1.0 day(s)



Course Description

Target Student: Any Knowledge worker or business professional that needs entry level computer skills in the business environment.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge: .Microsoft Windows Vista: Level 1.

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:

- customize the Windows Vista environment.
- work with Windows Vista applications.
- work with Internet Explorer 7.0
- manage network communications and sharing.
- backup and restore files and folders.
- enhance system performance using new technologies available in Windows Vista.

Course Content

Lesson 1: Customizing Windows Vista Environment

Topic 1A: Apply a Theme
Theme
Windows Color And Appearance
Appearance Settings
Topic 1B: Implement Windows Aero™
Windows Aero
Flip 3D View
Live Preview
Topic 1C: Modify the Display Settings
Resolution
Color
Refresh Rate
Icon Size
Color Depth Setting
Topic 1D: Configure Device Settings
Control Panel
Sound Settings
Mouse Settings

Lesson 2: Working with Windows Vista Applications

Topic 2A: Use Windows Contacts
Windows Contacts
Topic 2B: Manage Calendars

The Windows Calendar Tool
The Windows Calendar Interface
Calendar Options
Shared Calendars
Calendar Publishing
Topic 2C: Use the Snipping Tool
Snipping Tool
Types of Snips
Snipping Tool Options
Topic 2D: Manage Pictures using Windows Photo Gallery
Windows Photo Gallery
Command Bar
Info Pane
Fix Pane
Topic 2E: Schedule Applications
Task Scheduler

Lesson 3: Working with Internet Explorer 7.0

Topic 3A: Manage Web Pages Using Internet Explorer
Quick Tabs
Tabbed Browsing Settings
Favorites
Favorite Center
The Zoom Options
The Print Preview Options
Topic 3B: Manage RSS Feeds
RSS Feeds
Feed Settings
Topic 3C: Search the Web Using Live Search
Live Search
Search Settings
Topic 3D: Configure Basic Internet Explorer Privacy Settings
Pop-Up Window
Pop-Up Blocker
Temporary Internet Files
Browsing History
Cookies

Lesson 4: Managing Network Communications and Sharing

Topic 4A: An Overview of Networks
Network
Network Components
Server
Network Uses
Network Explorer
Topic 4B: Manage Network Connections
Network And Sharing Center
Network Map Interface
Sharing And Discovery Interface
Network Mapping
Topic 4C: Access Shared Files and Folders
Public Folder
Shared Files
File Sharing Permissions

NTFS Permissions
Topic 4D: Work with Offline Files
Offline Files
Offline File Settings
Topic 4E: Synchronize Data Using Sync Center
Sync Center
Sync Center Interface
Sharing Wizard
Sync Types
Sync Conflicts
Topic 4F: Collaborate using Windows Meeting Space
Windows Meeting Space
Meeting Space Sharing Options
Meeting Invitation

Lesson 5: Managing Data

Topic 5A: Backup your Data
Backup and Restore Center
Backup Options
Topic 5B: Restore Data
Restore Options
Restore Point
Shadow Copies

Lesson 6: Enhancing System Performance

Topic 6A: View System Information
CPU Usage
Page File
Random Access Memory
Task Manager
Resource Monitor
System Information
Topic 6B: Optimize Power Consumption
Power Plans
Sleep State
Hibernate State
Topic 6C: Improve the System Performance
Windows Experience Index
SuperFetch
ReadyBoost
ReadyDrive