

## **Microsoft® Windows Vista™, Level 1**

This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows Vista. In this course, you will familiarize yourself with the basics of personal computers, customize Windows Vista, and manage file and folders. You will also work with simple tools and browse the Internet.

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

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

### **OBJECTIVES:**

- Identify the basic components and capabilities of personal computers
- Explore Windows Vista
- Customize the Windows Vista desktop
- Use common tools and programs available in Windows Vista
- Manage folders and files
- Browse the Internet using Internet Explorer 7.0

### **COURSE CONTENT**

#### **Lesson 1: Getting Started with Personal Computers**

Personal Computer Basics  
Personal Computer Hardware  
Personal Computer Functionality

#### **Lesson 2: Exploring Windows Vista**

Log On to Windows Vista  
Explore the Desktop  
Manipulate Open Windows  
Use Help and Support  
Turn Off the Personal Computer

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

Customize the Start Menu  
Customize the Taskbar  
Personalize the Desktop  
Set a Screen Saver  
Configure the Sidebar

#### **Lesson 4: Using Common Tools and Programs in Vista**

Create a Document in WordPad  
Format a Document in WordPad  
Work with the Calculator  
Customize a Graphic with the Paint Tool

#### **Lesson 5: Managing Folders and Files**

Navigate Folders with Windows Explorer  
Work with Folders and Files  
Organize Files and Folders  
Search for Folders and Files  
Use the Advanced Search Options  
Burn Data on Storage Media

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

Become Familiar with the Internet  
Browse Websites with Internet Explorer 7.0  
Download and Install a Gadget