

Microsoft® Windows Vista™: Level 2

This course will provide you with skills that will help you manage some of the advanced tasks available in Windows Vista. In this course, you will familiarize yourself with advanced customization techniques and work with applications and programs in Windows Vista. In addition to this, you will also work with Internet Explorer 7.0, manage network communications and data, and enhance system performance.

PREREQUISITES: To ensure your success, we recommend you first take Microsoft® Windows Vista™, Level 1 or have equivalent knowledge.

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

OBJECTIVES:

- Customize the Windows Vista environment
- Work with Windows Vista applications
- Work with Internet Explorer 7.0
- Manage network communication and sharing
- Back Up and restore files and folders
- Enhance system performance using technologies available in Windows Vista

COURSE CONTENT

Lesson 1: Customizing the Windows Vista Environment

- Apply a Theme or Color Scheme
- Implement Windows Aero™
- Modify the Display Settings
- Modify Device Settings

Lesson 2: Working with Windows Vista Applications

- Manage Contact Information Using Windows Contacts
- Manage Appointments and Tasks Using Windows Calendar
- Schedule Applications
- Use the Snipping Tool to Capture Screens
- Manage Pictures Using Windows Photo Gallery

Lesson 3: Working with Internet Explorer 7.0

- Manage Web Pages Using Internet Explorer 7.0
- Manage RSS Feeds
- Search the Web
- Configure the Basic Internet Explorer Privacy Settings

Lesson 4: Managing Network Communications and Sharing

- An Overview of Networks
- Access Network Resources
- Share Files and Folders
- Access Offline Files
- Synchronize Data Using Sync Center
- Collaborate Using Windows Meeting Space

Lesson 5: Backing Up and Restoring Data

- Back Up Your Data
- Restore Data

Lesson 6: Enhancing System Performance

- View System Information
- Optimize Power Consumption
- Improve the System Performance with ReadyBoost