

# Microsoft® Windows Vista®

## End-User Computer-Based Training



### Understanding Your Computer

- Identifying Key Components
- Working with Your Mouse & Keyboard

### Logging into Windows

- Understanding User Accounts
- Providing a Password
- Logging Out
- Switching Users

### Opening and Saving Documents

- Identifying Desktop Elements
- Explaining the Taskbar
- Exploring the Sidebar and Gadgets
- Changing Icon Appearance
- Arranging Icons
- Hiding Icons
- Creating Icons
- Undeleting Items

### Utilizing Windows Components

- Using the Start Menu
- Accessing Programs
- Defining Key Window Components

### Using Paint

- Identifying Paint Tools
- Drawing Objects
- Changing Object Attributes
- Changing Drawing Tools
- Saving a Picture
- Modifying an Image

### Using WordPad

- WordPad Components
- Viewing Toolbars
- Creating a Document
- Configuring Page Settings
- Changing Text Attributes
- Copying Text
- Moving Text
- Finding Text
- Inserting Text
- Adding the Date and Time
- Inserting Objects
- Formatting
- Saving Your Document
- Printing Your Document

### Accessing Files and Folders

- Learning How Files are Organized
- Using the Default Folders
- Exploring the Folder Window
- Using the Navigation Pane
- Navigating with the Address Bar
- Searching for Files and Folders
- Viewing Files in a Folder
- Finding Files
- Adding Tags
- Accessing File Details
- Previewing Files
- Copying Files
- Copying Folders
- Moving Files
- Moving Folders
- Creating and Deleting Files
- Opening Existing Files

### Using the Windows Welcome Center

- Viewing Your System
- Getting Started Overview
- Employing Ease of Access

### Personalizing Your Desktop

- Changing the Color and Appearance
- Choosing a Background
- Selecting a Screen Saver
- Setting Sounds
- Specifying a Mouse Pointer
- Changing the Theme
- Using Display Settings

### Configuring Settings with the Control Panel

- Adding and Removing Hardware
- Setting AutoPlay Options
- Configuring Color Management
- Specifying Index Locations
- Customizing Your Mouse
- Configuring Audio Settings
- Configuring Monitors
- Configuring Power Settings
- Configuring Programs and Features
- Adding a Windows Program
- Removing Programs

### Printing

- Adding a Printer
- Configuring a Printer
- Setting Preferences
- Testing Printing Capabilities
- Previewing a Print Job
- Viewing the Print Queue
- Printing to a File

### Using the Internet

- Defining the Internet and Web Browsers
- Getting Started
- Browsing the Web
- Using the Search Box
- Adding and Organizing Favorites
- Viewing and Deleting Browsing History
- Using Tabbed Browsing
- Managing Groups of Tabs
- Using Protected Mode
- Zooming
- Printing a Web Page
- Using the Phishing Filter
- Managing Add-ons
- Using the Pop-up Blocker
- Changing the Home Page
- Using the Auto-complete
- Setting Security Options
- Importing and Exporting Files
- Making Internet Explorer the Default Browser
- Changing Font, Color and Language Settings
- Configuring Connection Settings
- Creating RSS Feeds
- Setting Content Controls
- Participating in Newsgroups
- Reading Newsgroup Messages
- Posting a Message

### Transferring Files

- Understanding FTP
- Accessing an FTP Server
- Navigating the Server
- Uploading Files
- Logging Out of an FTP Server
- Sending a Fax
- Receiving a Fax
- Scanning a Document
- Scanning a Picture

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### Getting Started with E-mail

- Setting Up Windows Mail
- Reading E-mail
- Creating Messages
- Checking Spelling
- E-mailing Attachments
- E-mail Etiquette
- Opening Attachments
- Saving Attachments
- Creating Folders
- Creating Rules
- Deleting Messages
- Handling Junk E-mail
- Setting the Web Browser's Default Mail

### Managing Window Contacts

- Locating the Contacts Folder
- Adding a Contact
- Changing Contact Data
- Adding a Picture
- Creating Mailing Lists
- Exporting Contacts
- Importing Contacts

### Managing Your Schedule

- Opening Windows Calendar
- Changing the Calendar View
- Creating a Calendar
- Setting Colors
- Creating an Appointment
- Setting All-Day Appointments
- Creating Recurring Appointments
- Creating Tasks
- Setting a Reminder
- Searching for Items
- Subscribing to a Calendar
- Publishing a Calendar
- Printing a Calendar

### Accessing Help

- Accessing Help
- Working with Help Topics
- Using the Search Box
- Using Dialog Help
- Using Windows Remote Access
- Using Resources on the Web

### Networking- Connecting Computers and Devices

- Understanding Network File Systems

- Viewing Networks
- Connecting to a Network
- Using Network File Systems
- Sharing Files
- Mapping a Network Drive
- Connecting to a Wireless Network

### Securing Your System

- Using the Windows Security Center
- Understanding Default Security Settings
- Identifying Security Alerts
- Learning Firewall Settings
- Using Virus Protection
- Defining Spyware Protection
- Updating Windows
- Protecting Your Identity Tips

### Maintenance and Performance

- Checking Computer Performance
- Learning Display Tips
- Keeping Up to Date
- Accessing Task Manager
- Understanding the Performance
- Viewing Applications
- Displaying Processes Running
- Running the Diagnostics Tool

### Backing Up and Restoring

- Knowing What to Back Up
- Backing Up Personal Files
- Saving a Backup to Disk
- Restoring Files
- Deleting a Backup
- Defining a System Restore
- Setting Restore Points
- Restoring the System

### Configuring Mobile PC Settings

- Running Windows Mobility Center
- Setting Brightness
- Changing Volume Settings
- Checking Battery Status
- Turning Wireless Adapter On and Off
- Changing Screen Orientation
- Configuring an External Display

- Accessing the Sync Center
- Adjusting Presentation Settings

### Using Windows Media Player

- Playing Music and Video
- Setting Player Modes
- Accessing and Playing an MP3
- Adding Music Files to Music Library
- Playing Library Content
- Using Playlists
- Organizing Files
- Customizing the Player

### Burning CDs and DVDs

- Learning which Disc to Use
- Formatting a Disc
- Burning Discs
- Erasing Files from Discs

### Managing Pictures and Videos

- Connecting Your Camera
- Getting Pictures
- Viewing Pictures
- Navigating Windows Photo Gallery
- Viewing a Picture Slide Show
- Adding Tags
- Searching for Tagged Pictures
- Altering Pictures
- Sharing Pictures
- Printing Pictures
- Backing Up Your Pictures
- Importing Video
- Viewing Video

### Creating Movies

- Importing Movie Content
- Editing Movie Content
- Publishing Movies
- Sharing Movies
- Setting Windows Movie Maker Options

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## Default Courses

### Beginning Vista Features

- Understanding User Accounts
- Changing Icon Appearance
- Using the Start Menu
- Using Default Folders
- Exploring the Folder Window
- Searching for Files and Folders
- Finding Files
- Viewing Your System
- Choosing a Background
- Using the Search Box
- Using Protected Mode
- Reading E-mail
- Locating the Contacts Folder
- Opening Windows Calendar
- Creating a Calendar
- Creating Tasks
- Setting a Reminder
- Printing a Calendar
- Understanding Network File Systems
- Connecting to a Wireless Network
- Understanding Performance Ratings
- Connecting Your Camera
- Getting Pictures
- Printing Pictures

### Intermediate Vista Features

- Using the Navigation Pane
- Navigation with the Address Bar
- Copying Files
- Moving Files
- Changing the Color and Appearance
- Configuring a Printer
- Testing Printing Capabilities
- Getting Started
- Printing a Web Page
- Using the Pop-up Blocker
- Changing the Home Page
- Setting Up Windows Mail
- Creating Messages
- Checking Spelling
- Saving Attachments
- Handling Junk E-mail
- Adding a Contact
- Setting Colors
- Searching for Items
- Accessing Help
- Using the Search Box
- Checking Computer Performance
- Playing Music and Video
- Learning which Disc to Use
- Formatting a Disc
- Burning Discs
- Viewing Pictures
- Navigating Windows Photo Gallery

### Advanced Vista Features

- Adding Tags
- Using Display Settings
- Adding and Removing Hardware
- Setting AutoPlay Options
- Configuring Audio Options
- Adding a Windows Program
- Adding a Printer
- Setting Preferences
- Previewing a Print Job
- Viewing the Print Queue
- Using Tabbed Browsing
- Using the Auto-Complete
- Setting Security Options
- Importing and Exporting Files
- Creating RSS Feeds
- Accessing an FTP Server
- Navigating the Server
- Downloading Files
- Creating Folders
- Creating Rules
- Adding a Picture
- Creating Mailing Lists
- Creating an Appointment
- Using Windows Remote Access
- Connecting to a Network
- Mapping a Network Drive
- Accessing the Task Manager
- Running the Diagnostics Tool

### Did You Know About

- Switching Users
- Exploring the Sidebar and Gadgets
- Hiding Icons
- Undeleting Items
- Previewing Files
- Copying Folders
- Moving Folders
- Selecting a Screen Saver
- Specifying a Mouse Pointer
- Changing the Theme
- Configuring Programs and Features
- Removing Programs
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