

## Vista Introduction

**Length:** 1 Day

**Summary:** You will use a personal computer loaded with Microsoft Windows Vista to help you acquire the latest skills in computers.

### COURSE CONTENT

#### GETTING STARTED WITH PERSONAL COMPUTERS

- Personal Computer Basics
- Personal Computer Hardware
- Personal Computer Functionality

#### EXPLORING WINDOWS VISTA

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

#### CUSTOMIZING THE WINDOWS VISTA DESKTOP

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

#### 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

#### 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

#### BROWSING THE INTERNET

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