

## Microsoft Windows Vista Courses (NEW!)



Windows Vista™

### Windows Vista Level 1 (1-Day)

**Overview:**

In this course, students will familiarize themselves with the basics of personal computers, customize Windows Vista, and manage file and folders. They will also work with simple tools and browse the Internet.

**Who Should Attend:**

This course is designed for any knowledge worker, business professional, or private individual who needs to use entry-level Windows Vista computer skills in a business or personal environment.

**At Course Completion:**

Upon successful completion of this course, students will be able to: - 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.

**Outline**

**Lesson 1:** Getting Started with Personal Computers, **Lesson 2:** Exploring Windows Vista, **Lesson 3:** Customizing the Windows Vista Desktop, **Lesson 4:** Using Common Tools and Programs in Vista, **Lesson 5:** Managing Folders and Files, **Lesson 6:** Browsing the Internet.

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### Windows Vista Level 2 (1-Day)

**Overview:**

In this course, students will familiarize themselves with advanced customization techniques and work with applications and programs in Windows Vista.

**Who Should Attend:**

This course is designed for any knowledgeable worker or business professional with entry-level Windows Vista skills who needs to use more advanced Windows Vista networking, customization, and file-management features in the business environment.

**At Course Completion:**

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 communication and sharing. - back up and restore files and folders. - enhance system performance using technologies available in Windows Vista.

**Outline**

**Lesson 1:** Customizing the Windows Vista Environment, **Lesson 2:** Working with Windows Vista Applications, **Lesson 3:** Working with Internet Explorer 7.0, **Lesson 4:** Managing Network Communications and Sharing, **Lesson 5:** Backing Up and Restoring Data, **Lesson 6:** Enhancing System Performance.

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### Windows Vista New Features (1-Day)

**Overview:**

In this course, students will use the new features in Microsoft Windows Vista to streamline their work and maximize productivity.

**Who Should Attend:**

The course is intended for computer users who have Windows Vista installed on their computer and are familiar with older versions of Microsoft's client operating systems.

**At Course Completion:**

Upon successful completion of this course, students will be able to: - examine the various changes and new interface components of the Windows Vista environment. - use new Windows Vista™ functions to search for folders and files. - work with the new organizational and productivity tools and applications provided in Windows Vista™. - share data and collaborate with other users using the networking and sharing options of Windows Vista™. - enhance system performance by using several features provided by Vista. - enhance your system security against online threats and unauthorized access.

**Outline**

**Lesson 1:** Exploring Windows Vista™, **Lesson 2:** Searching for Folders and Files, **Lesson 3:** Working with New Tools and Applications in Windows Vista, **Lesson 4:** Networking to Share and Collaborate, **Lesson 5:** Enhancing Performance in Windows Vista, **Lesson 6:** Enhancing System Security.