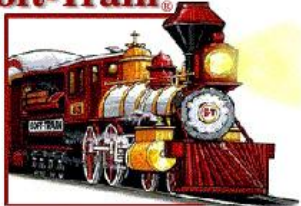


Soft-Train



At Soft-Train
Technology Works

Beginning Windows Vista (1 Day) ST85042

COURSE GOAL: Provide the student an introduction to the features and functions of Microsoft Windows Vista Ultimate.

PREREQUISITES: None.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Understand basic Windows concepts
- Use the Taskbar to start applications
- Work with Accessories
- Organize files using the Windows Explorer
- Transfer data between applications

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Move within Windows
<input type="checkbox"/>	<input type="checkbox"/>	Use the Taskbar
<input type="checkbox"/>	<input type="checkbox"/>	Create Shortcuts
<input type="checkbox"/>	<input type="checkbox"/>	Use Windows Explorer
<input type="checkbox"/>	<input type="checkbox"/>	Organize your hard disk
<input type="checkbox"/>	<input type="checkbox"/>	Manipulate files
<input type="checkbox"/>	<input type="checkbox"/>	View Folders
<input type="checkbox"/>	<input type="checkbox"/>	Use Accessories
<input type="checkbox"/>	<input type="checkbox"/>	Start Applications
<input type="checkbox"/>	<input type="checkbox"/>	Work with Control Panel

If you answered NO to three or more of these questions, and understand Basic Windows, you should attend this class.

KEY TOPICS:

I. Introduction to Windows Vista Ultimate

- A. Using the Mouse
- B. Windows Vista Ultimate
- C. Help options
- D. Basic input/output For Beginners
- E. System Icons Described

II. Using the Taskbar

- A. Taskbar basics
- B. Multi-Tasking

III. File Management with Windows Explorer

- A. Windows Explorer
- B. Manipulating Files
- C. The Recycle Bin
- D. Working with Files

IV. Productivity

- A. Network – Shared Resources
- B. Mapping a network drive
- C. Setting the default printer
- D. The print manager
- E. Creating shortcuts
- F. Shortcut power

V. The Accessories

- A. Calculator
- B. Wordpad
- C. Paint
- D. Snipping Tool
- E. Windows Sidebar

F. Windows Sync Center