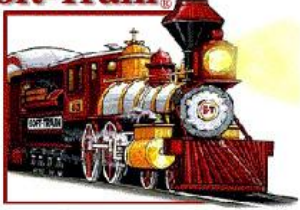


Soft-Train®



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Advanced Windows Vista (1 Day) ST85043

COURSE GOAL: To provide the more experienced user with the advanced features of the Windows Vista Ultimate environment

PREREQUISITES: Beginning Windows Vista Ultimate, previous level, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Use the “Send To” and “Startup” folders
- Install and Remove Programs
- Work with system management
- Troubleshoot Common Errors
- Customize the appearance

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Use the Device Manager
<input type="checkbox"/>	<input type="checkbox"/>	Troubleshoot problems with devices
<input type="checkbox"/>	<input type="checkbox"/>	Use the System Tools
<input type="checkbox"/>	<input type="checkbox"/>	Customize shortcuts
<input type="checkbox"/>	<input type="checkbox"/>	Advanced Taskbar properties.
<input type="checkbox"/>	<input type="checkbox"/>	Customize a window to immediately minimize to the taskbar
<input type="checkbox"/>	<input type="checkbox"/>	Maintain a healthy hard drive

If you answered NO to three or more of these questions you should attend this class.

Key Topics:

- I. Customizing The Desktop**
 - A. The Recycle Bin
 - B. General Folder Options
 - C. Viewing Files
 - D. File Types Described

- II. More Shortcut Power**
 - A. Customizing Shortcuts
 - B. The StartUp Folder
 - C. The Send To Folder
 - D. Advanced Taskbar Settings

- III. The Control Panel**
 - A. General System Properties
 - B. Adding/Removing Programs
 - C. Adding New Hardware
 - D. Desktop Themes
 - E. Date/Time
 - F. Keyboard
 - G. Internet Settings

- IV. System Tools Network - Shared Resources**
 - A. Disk Defragmenter
 - B. Disk Cleanup
 - C. Scan disk
 - D. System Restore
 - E. Back up and Restore Center

- V. Troubleshooting Techniques**
 - A. The Help Files
 - B. Checking Hard Drive Space

- C. Checking Hard Drive Space
- D. Device Manager
- E. Common Error Messages

VI. System Protection

- A. Temporary files
- B. Windows Defender
- C. Windows Firewall