



Computer Consultants Corporation

Windows Vista

End-User Introduction

Length of course: 1 class day (6 hours)

Objective(s): 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, and enhance your system security against online threats and unauthorized access.

Prerequisites: Some experience of working in either a Windows XP or Windows 2000 desktop operating system environment is required.

Exploring Windows Vista™

- Get Started with Windows Vista
- The Windows Vista User Interface
- Examine New Features in Windows Explorer
- Configure the Sidebar
- Implement Windows® Aero™

Searching for Folders and Files

- Search to Locate Folders and Files in Windows Explorer
- Search for Files Using the Advanced Search Options

Working with New Tools and Applications in Windows Vista

- Manage Calendars and Tasks
- Use Internet Explorer® 7 to Access the Web
- Manage Pictures

Networking to Share and Collaborate

- Use the Network And Sharing Center to Share Content
- Synchronize Data with Sync Center
- Collaborate Online with Windows Meeting Space
- Modify the Mobile PC Settings

Enhancing Performance in Windows Vista

- Optimize Power Consumption
- Improve Computer Performance

Enhancing System Security

- Protect the System from Online Threats
- Implement Windows Vista Security Features
- Backup and Restore Files and Folders