

Course ID

**M-VISTAL1**

Course Duration

**1 day**

Course Title

**Microsoft® Windows Vista™: Level 1**

**Related Courses**

- Microsoft® Windows Vista™: Level 2 (M-VISTAL2, 1 day)
- Microsoft® Windows Vista™: New Features (MVISTANF, 1 day)

**Aimed At**

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.

**Group Size**

5-15

**Prerequisites**

There are no prerequisites for this course.

**Course in a Nutshell**

This course is the first in a series of three Microsoft® Windows Vista™ courses. This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows Vista. In this course, you will familiarize yourself with the basics of personal computers, customize Windows Vista, and manage file and folders. You will also work with simple tools and browse the Internet.

**Customize It!**

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

**Learn How To**

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

**Course  
Outline**

**Lesson 1: Getting Started with Personal Computers**

- Topic 1A: Personal Computer Basics
- Topic 1B: Personal Computer Hardware
- Topic 1C: Personal Computer Functionality

**Lesson 2: Exploring Windows Vista**

- Topic 2A: Log On to Windows Vista
- Topic 2B: Explore the Desktop
- Topic 2C: Manipulate Open Windows
- Topic 2D: Use Help And Support
- Topic 2E: Turn Off the Personal Computer

**Lesson 3: Customizing the Windows Vista Desktop**

- Topic 3A: Customize the Start Menu
- Topic 3B: Customize the Taskbar
- Topic 3C: Personalize the Desktop
- Topic 3D: Set a Screen Saver
- Topic 3E: Configure the Sidebar

**Lesson 4: Using Common Tools and Programs in Vista**

- Topic 4A: Create a Document in WordPad
- Topic 4B: Format a Document in WordPad
- Topic 4C: Work with the Calculator
- Topic 4D: Customize a Graphic with the Paint Tool

**Lesson 5: Managing Folders and Files**

- Topic 5A: Navigate Folders with Windows Explorer
- Topic 5B: Work with Folders and Files
- Topic 5C: Organize Files and Folders
- Topic 5D: Search for Folders and Files
- Topic 5E: Use the Advanced Search Options
- Topic 5F: Burn Data on Storage Media

**Lesson 6: Browsing the Internet**

- Topic 6A: Become Familiar with the Internet
- Topic 6B: Browse Websites with Internet Explorer 7.0
- Topic 6C: Download and Install a Gadget

**Appendix A: Windows Vista Keyboard Shortcuts**

## **Appendix B: Buying a New PC**

### **How You Will Learn**

- Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.
- You will receive a professionally developed Participant Handbook, which will help you remember and retain what you learned in class and apply it on your job.