

Course ID

M-VISTANF

Course Duration

1 day

Course Title

Microsoft Windows Vista: New Features

Related Courses

- Microsoft® Windows Vista™: Level 1(M-VISTAL1, 1 day)
- Microsoft® Windows Vista™: Level 2(M-VISTAL2, 1 day)

Aimed At

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.

Group Size

5-15

Prerequisites

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

Course in a Nutshell

You are familiar with the earlier versions of Microsoft's Windows® operating systems. Every new Windows version includes features and enhancements to overcome the limitations and drawbacks of its predecessors. Microsoft® Windows® Vista™ is the latest release in the Microsoft Windows operating system family. In this course, you will use the new features in Windows Vista to improve your workflow efficiency and business productivity.

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 use the new features in Microsoft Windows Vista to streamline your work and maximize productivity.

Course Outline

Lesson 1: Exploring Windows Vista™

- Topic 1A: Get Started with Windows Vista
- Topic 1B: The Windows Vista User Interface
- Topic 1C: Examine New Features in Windows Explorer
- Topic 1D: Configure the Sidebar
- Topic 1E: Implement Windows® Aero™

Lesson 2: Searching for Folders and Files

- Topic 2A: Search to Locate Folders and Files in Windows Explorer
- Topic 2B: Search for Files Using the Advanced Search Options

Lesson 3: Working with New Tools and Applications in Windows Vista

- Topic 3A: Manage Calendars and Tasks
- Topic 3B: Use Internet Explorer® 7 to Access the Web
- Topic 3C: Manage Pictures

Lesson 4: Networking to Share and Collaborate

- Topic 4A: Use the Network And Sharing Center to Share Content
- Topic 4B: Synchronize Data with Sync Center
- Topic 4C: Collaborate Online with Windows Meeting Space
- Topic 4D: Modify the Mobile PC Settings

Lesson 5: Enhancing Performance in Windows Vista

- Topic 5A: Optimize Power Consumption
- Topic 5B: Improve Computer Performance

Lesson 6: Enhancing System Security

- Topic 6A: Protect the System from Online Threats
- Topic 6B: Implement Windows Vista Security Features
- Topic 6C: Backup and Restore Files and Folders

Appendix A: Regrouped Features in Windows Vista™

**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.