

Training Course Specification

Course: **Windows VISTA, End User, Introduction**

Duration: **One-Day**

COURSE OBJECTIVES: To get delegates to a point where they are comfortable navigating around Windows and using the mouse. The Windows file management system is covered along with other standard Windows applications.

WHO SHOULD ATTEND: Anyone who will be using this version of the Windows operating system on a PC.

EXPERIENCE NEEDED: No experience of Windows is required. In fact, no PC experience is necessary for this course. Experience in a previous version would be an advantage. Basic ability to use of the mouse and keyboard is required

COURSE CONTENTS:

Module 1: Windows Basics

Getting Started
Identifying Opening Screens
The Windows Vista Theme Vs Windows Classic
Switching between Windows Vista and Windows Classic.
To switch on the Windows Classic Theme.
Navigating in Windows
Moving the Mouse
Clicking the Mouse
Opening the Start Menu
The Windows Vista Start Menu Vs Windows Classic
To switch on the 'Windows Classic' Start Menu
Opening the Start Menu (continued)
Dragging the Mouse
Moving Icons
Right-Clicking the Mouse
Activating Shortcut Menus
Double-Clicking the Mouse
Opening Windows
Closing Windows
Shutting Down and Restarting Windows Vista
Restarting Windows Vista
Shutting Down Windows Vista

Module 2: Using Windows VISTA

Working with Windows
Identifying Parts of a Window
Identifying Icons
Moving a Window
Maximizing, Restoring, and Minimizing a Window
Resizing Windows
Scrolling in a Window
Opening Multiple Windows
Switching between Windows
Using Menus and Dialog Boxes
Using Menu Commands
Identifying Dialog Box Elements
Using List Boxes
Help and Support and the Vista Theme
Help and Support
Opening Help
Browsing and Picking Help Topics
Using Search
Exiting Help and Support

Module 3: Working with Programs

Using WordPad
Starting Windows Vista Programs
Creating a WordPad Document
Using Toolbars
Saving a New Document
Working with Text
Printing a Document
Closing and Exiting
Using Paint
Opening a Document
Using the Paint Tool Box
Using the Color Box
Switching between Programs
Sharing Information between Programs

Module 4: Managing Files

Starting Explorer
Using the Windows Explorer
Changing Window View Options
Using the Toolbar
Note on Windows Toolbars
Arranging Icons and Lists
Creating a New Folder
Copying and Moving Files Using Windows Explorer
Viewing Drives and Folder Contents
Creating and Deleting Folders
Renaming Files and Folders
Copying and Moving Files Using Cut, Copy & Paste
Using Undo
Finding a File
Recycling
Deleting Files
Recovering a file from the Recycle Bin
Emptying the Recycle Bin

Module 5: Customising Windows VISTA

Customizing Windows Vista
Changing Windows Vista Settings
Selecting a Background
Using Screen Savers
Changing Appearances
Controlling the Mouse
Working with Shortcuts
Creating Shortcuts
Renaming Shortcuts
Deleting Shortcuts
Working with the Start Menu
Adding a Program to the Start Menu
Removing a Program from the Start Menu

Module 5: Customizing Windows XP

Customizing Windows XP
Changing Windows XP Settings
Selecting a Background
Using Screen Savers
Changing Appearances
Controlling the Mouse
Working with Shortcuts
Working with the Start Menu
Adding a Program to the Start Menu

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