

Duration 1 day

Pre Requisites

This course is aimed at both business and personal users who wish to learn about Microsoft's new operating system. Previous experience with earlier versions of Windows would be an advantage.

Objectives

Delegates will be introduced to the new interface and learn about the different flavours of Vista.

Course Content

- **An Introduction To Microsoft Windows Vista**
 - Logging on to Windows Vista
 - An overview of the Vista interface
- **Navigating in Windows Vista**
 - Finding your way around the Windows Desktop
 - Using and Modifying the Start Menu
 - Using and Modifying the Taskbar
- **Working With Files and Folders**
 - Navigating to Files and Folders
 - Viewing Folders and Files in Different Ways
 - Finding Specific Information
- **Customizing Windows Vista**
 - Changing the look of Windows Vista
 - Creating Visual Effects and Modifying the Desktop Background
- **Accessing the Internet With Windows Vista**
 - Displaying Web Sites in Internet explorer
 - Sending Web Pages and Links to other people
- **Working With Programs**
 - Starting programs Automatically
 - Using The Programs That Come With Vista