

Windows Vista Level 1

Audience	This course is intended for the person who has experience working with personal computers but very little experience in the Windows environment and no experience in Windows Vista. Students should be able to use the keyboard and mouse and know the basics of how computers work.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to familiarize students with the basic features of Microsoft Windows including understanding what the desktop and taskbar are, manipulating windows, getting help, managing files and folders, using Windows Accessories, customizing the computer, and using Internet Explorer.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Navigate and manage the Windows Vista environment■ Access help■ Efficiently manage files and folders■ Successfully search and find files and folders,■ Customize Windows Vista settings■ Use Internet Explorer to browse the World Wide Web■ Play video and audio content in Internet Explorer
Length	1 day
Beyond this Level	When you have successfully completed this class, the next class you should consider is a level 1 application class for the type of software application you intend to use most. The Microsoft Office suite includes: Word, Excel, PowerPoint, Outlook, Publisher, and Access.

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- I. Windows Vista Environment**
- A. The Windows Vista desktop
 - B. The taskbar and Start menu
 - C. Window management
 - D. Windows Help and Support

- II. Folders and Gadgets**
- A. Folders
 - B. Sidebar and Gadgets

- III. Content Management**
- A. Files and folders
 - B. Content searches

- IV. Customization**
- A. The desktop and Start menu
 - B. System settings

- V. Internet Explorer and Multimedia**
- A. Web browsing
 - B. Customization
 - C. Multimedia content



