

**Course:****Microsoft<sup>®</sup> Windows Vista<sup>®</sup> Level 1**

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**Course Specifications**

Course number: 085607

Software: Microsoft<sup>®</sup> Windows Vista<sup>™</sup>

Course length: 1.0 day(s)

**Course Description**

This course is the first in a series of three Microsoft<sup>®</sup> Windows Vista<sup>™</sup> 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.

**Course Objective:** You will use a personal computer loaded with Microsoft Windows Vista to help you acquire the latest skills in computers.

**Target Student:** 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.

**Prerequisites:** There are no prerequisites for this course.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Hardware Requirements**

This course requires one desktop computer for each student.

- A PC with a Pentium IV 800 MHz CPU or higher.
- A minimum of 512 MB of RAM or higher.
- A generic monitor (1024 x 768).
- A 40-GB hard disk or larger.
- A high-speed Internet connection.

The following are the hardware requirements for the instructor computer:

- A PC with a Pentium IV 800 MHz CPU or higher.
- A minimum of 512 MB of RAM or higher.
- A generic monitor (1024 x 768).
- A 40-GB hard disk or larger.
- A DVD RW drive.
- A few recordable CDs/DVDs.
- A high-speed Internet connection.
- A display system to project the instructor's computer screen

**Platform Requirements**

- Microsoft<sup>®</sup> Windows Vista<sup>™</sup> Business Edition

## Software Requirements

- Microsoft® Windows Vista™ Business Edition.
- Microsoft® Office 2003® or later.

## Performance-Based Objectives

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 Content

### 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**