

Introduction to Windows Vista

1 day
Course

'Building Confidence to Interact with Technology'

Course Objectives This session offers an introduction to the concepts of PC's and gives participants the confidence to interact with the Windows Vista operating system efficiently in their own environment.

Pre-requisite No prior knowledge of working with PC's is required.

Course Content

Module 1 **What is Windows Vista?** – Terminology. The Desktop. The Start button. Starting programs. Moving and resizing windows. Using the Taskbar. Switching between programs. Viewing multiple programs.

Module 2 **Basic skills** – Start up and shut down. Locking, restarting and logging off the computer. Creating Shortcuts. Using Help.

Module 3 **Navigating with Computer and with Explorer** - Working with drives, folders and documents. Cutting, copying and pasting documents.

Module 4 **Searching and organising** – Using the search box. Searching for documents on your computer. Searching within a folder. Searching for e-mails, pictures or music. Advanced search. Tips for finding files.

Module 5 **Use Control Panel** – To personalise the desktop. Change mouse pointer and speed. Add a printer. Change printer preferences.

Module 6 **Run programs – Microsoft Office.** Use OneNote. Use Windows Meeting Space. Windows Media player.

Wows Accessories – Paint. Calculator. Snipping tool. Windows Sidebar. Ease of access: Magnifier, Speech recognition. Tablet PC.
