

Windows Vista™: New Features

Course length: 1 day

Course Description: You are familiar with the earlier versions of Microsoft's Windows® operating systems. Every new Windows version includes features and enhancements to overcome the limitations and drawbacks of its predecessors. Microsoft® Windows® Vista™ is the latest release in the Microsoft Windows operating system family. In this course, you will use the new features in Windows Vista to improve your workflow efficiency and business productivity.

Course Objective: You will use the new features in Microsoft Windows Vista to streamline your work and maximize productivity.

Target Student: The course is intended for computer users who have Windows Vista installed on their computer and are familiar with older versions of Microsoft's client operating systems.

Prerequisites: Some experience of working in either a Windows XP or Windows 2000 desktop operating system environment is required.

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ Examine the various changes and new interface components of the Windows Vista environment.
- ◆ Use new Windows Vista™ functions to search for folders and files.
- ◆ Work with the new organizational and productivity tools and applications provided in Windows Vista™.
- ◆ Share data and collaborate with other users using the networking and sharing options of Windows Vista™.
- ◆ Enhance system performance by using several features provided by Vista.
- ◆ Enhance your system security against online threats and unauthorized access.

Course Content

Lesson 1: Exploring Windows Vista™

Get Started with Windows Vista
The Windows Vista User Interface
Examine New Features in Windows Explorer
Configure the Sidebar
Implement Windows® Aero™

Lesson 2: Searching for Folders and Files

Search to Locate Folders and Files in Windows Explorer
Search for Files Using the Advanced Search Options

Lesson 3: Working with New Tools and Applications in Windows Vista

Manage Calendars and Tasks
Use Internet Explorer® 7 to Access the Web
Manage Pictures

Lesson 4: Networking to Share and Collaborate

Use the Network And Sharing Center to Share Content
Synchronize Data with Sync Center
Collaborate Online with Windows Meeting Space
Modify the Mobile PC Settings

Lesson 5: Enhancing Performance in Windows Vista

Optimize Power Consumption
Improve Computer Performance

Lesson 6: Enhancing System Security

Protect the System from Online Threats
Implement Windows Vista Security Features
Backup and Restore Files and Folders

Appendix A: Regrouped Features in Windows Vista™

If you have any questions about this course, please call CompuTrain at (713) 349-9186.