Microsoft Vista Foundation – 1 Day

RARE IT

Windows Vista is the next generation in a long line of Windows Operating Systems (OS) for the PC. Much of Windows Vista is based around the home user, with powerful tools to manage and preserve pictures, video, and other multimedia content.

However, Vista is also built on a strong operating platform with the capability to support high-end business computing including multiple monitor support, a variety of handy gadgets to save time, and many new enhancements to help you get the job done

In this first course the following areas will be covered:

Section One: Getting Started

- The Basics of Windows Vista
- Interacting with Vista
- A quick look at Vista
- Exiting Vista

Section Two: Working with Vista

- Application Basics
- Working with a Window
- Working with Files & Folders
- Commanding Vista

Section Three: The Basic Vista Applications

- WordPad Basics
- Doing more with WordPad
- The Windows Calculator
- Paint
- Other Vista Programs

Section Four: Doing more with Vista

- Staying safe
- *The Basics of Internet Explorer 7
- *Windows Mail
- *More on Windows Mail

Section Five: Getting Help with Vista

- The Basics of Help
- Using the Preset Topics
- Using the Table of Contents
- Advanced Help & Support Tools

* These topics may be included, if requested before the course commences

INVESTOR IN PEOPLE

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