

Microsoft Vista Intermediate – 1 Day

The Foundation course for Windows Vista introduced the essential components and structure behind Vista.

This Intermediate course takes a more in depth look at some of the things covered on the Foundation course, while progressing you through some of the more advanced features available. Much of the course looks at customising the Windows Vista Desktop and working with File & Folder management

In this course the following areas will be covered:

Section One: The Vista Features

- Using the Sidebar
- Using Gadgets
- Windows Photo Gallery
- Windows Calendar
- Windows Contacts

Section two: The Vista Applications

- *Windows Media Player
- *Windows DVD Maker
- *Windows Fax & Scan

Section Three: Customising your Desktop

- Customising the Taskbar
- Advanced Taskbar Options
- Customising Quick Launch
- Customising the Start menu
- Customising the Desktop

Section Four: Advanced File & Folder Tasks

- Using Search
- Using the Windows Explorer
- The Default Folders
- Managing Files & Folders
- Advanced File Management
- Using the Recycle Bin

*These topics can be included if requested before the course commences.



INVESTOR IN PEOPLE

For information and support

Meridian House
Winsford Ind Est
Winsford
Cheshire
CW7 3QG

0845 600 6990

info@rareit.com
www.rareit.com