



Approved Courseware

Microsoft® Windows Vista

Courseware #: 3129

Exam 77-600

Course Description

Microsoft® Windows Vista teaches the new information worker how to work effectively with Windows Vista. The student will use a variety of skills and techniques to complete the exercises both using keyboard and mouse options. This course is designed for those people who require the skills necessary to use an operating system on a daily basis.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Certified Application Specialist Exam #77-600.

Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises.

For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

Course Prerequisites

Prior to taking this course, students must possess the following basic computer literacy and Windows skills:

- Turn the computer and monitor on
- Recognize input devices (keyboard, printer, mouse)
- Perform a warm and cold boot

Students who wish to become proficient using the features of *Microsoft Windows Vista* will benefit from taking this course.

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Course Objectives

After completing this course, you will be able to:

- ↻ navigate Windows Vista using a variety of methods
- ↻ customize Windows Vista according to your own requirements
- ↻ work effectively with the Control Panel to access key settings
- ↻ work efficiently with Folders and navigate within Windows Explorer
- ↻ create, rename, delete and copy files between folders
- ↻ search for files and folders quickly
- ↻ install and manage printers
- ↻ handle various device drivers and manage driver settings
- ↻ backup files on your computer and restore files when required
- ↻ install, repair and uninstall software and resolve installation problem
- ↻ identify and resolve issues such as unresponsive applications
- ↻ repair the Windows Vista installation and create restore points
- ↻ install and work with automatic updates
- ↻ locate data about the computer
- ↻ use Windows Security Center
- ↻ configure Internet Explorer settings to enhance security when using the Internet
- ↻ use Remote Assistance and Remote Desktop
- ↻ create and disable network connections
- ↻ work with offline folders
- ↻ collaborate with others
- ↻ use Windows Meeting Space

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Course Outline

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Getting Familiar with Windows Vista

Lesson Objectives
What is Windows Vista
Recognizing Windows and Dialog Boxes
What's New in Windows Vista?
Understanding Networks
Logging On
Using the Welcome Center
Looking at the Desktop
Navigating using the Mouse and Keyboard
Using the Start Button
Looking at a Typical Window
Working with Program Windows
Working with Scroll Bars
Working with Help
Lesson Summary
Review Questions

Lesson 2: Customizing Windows Vista

Lesson Objectives
Customizing the Start Menu
Starting Programs Automatically
Working with the Taskbar
Using the Windows Sidebar
Working with Desktop Icons
Modifying the Aero Interface
Lesson Summary
Review Questions

Lesson 3: Using the Control Panel

Lesson Objectives
About Control Panel
Changing the Screen Appearance
Working with Mouse Settings
Working with Sound Settings
Working with Themes
Understanding the Power Plans
Working with Multiple Monitors
Managing User Accounts
Lesson Summary
Review Questions

Lesson 4: Working with Windows Explorer and Folders

Lesson Objectives
About Folders and Files
File Paths
Understanding Windows Explorer
Navigating Windows Explorer
Applying Windows Explorer Layouts
Working with Folder Views
Organizing Folder Contents
Working with Folder Options
Creating and Modifying Folders
Lesson Summary
Review Questions

Lesson 5: Working with Files

Lesson Objectives
About Vista Programs
Working with WordPad
Renaming, Moving and Copying Files
Deleting Files
Working with File Properties
Lesson Summary
Review Questions

Lesson 6: Powerful Searching

Lesson Objectives
About Searching
Searching within Windows Vista
Searching using the Start Menu
Customizing Start Menu Searches
Searching Folders and Views
Using Advanced Search Tools
Saving Searches
Working with the Search Index
Lesson Summary
Review Questions

Lesson 7: Managing Printers

Lesson Objectives
About Printers
Installing a New Local Printer
Installing a Network Printer
Deleting a Printer
Setting the Default Printer
Working with Print Jobs
Lesson Summary
Review Questions

Lesson 8: Handling Devices and Drivers

Lesson Objectives
About Devices
Installing a Device
Disconnecting Devices
Using the Device Manager
Managing Installed Drivers
Enabling and Disabling Devices
Lesson Summary
Review Questions

Lesson 9: Backing Up and Restoring Files

Lesson Objectives
About Backups
Looking at the Backup and Restore Center
Backing up Files
Restoring Files from a Backup
Backing up the Entire Computer
Working with System Protection
Lesson Summary
Review Questions

Lesson 10: Working with Software

Lesson Objectives
Installing Software
Running versus Saving Programs
Updating Software
Upgrading Software
Repairing Software Programs
Working with Incompatible Programs
Uninstalling Programs
Lesson Summary
Review Questions

Lesson 11: Recovering from Problems

Lesson Objectives
Using Task Manager
Working with Unresponsive Programs
Repairing Windows Vista
Using Advanced Startup Options
Lesson Summary
Review Questions

Lesson 12: Updating Windows Vista

Lesson Objectives
About Windows Updates
Performing Automatic Updates
Manually Installing Windows Updates
Viewing Installed Updates
Lesson Summary
Review Questions

Lesson 13: System Performance

Lesson Objectives
Understanding Your Computer
Using the Windows Experience Index
Working with Virtual Memory
Viewing the CPU Usage
Using Windows ReadyBoost
Working with the Hard Disk
Partitioning a Hard Disk
Lesson Summary
Review Questions

Lesson 14: Working Securely

Lesson Objectives
About Firewalls
Looking at the Windows Security Center
Blocking and Unblocking Ports
About Malicious Software
Introducing Windows Defender
Using Software Explorer
Using Antivirus Software
Lesson Summary
Review Questions

Lesson 15: Configuring Internet Explorer

Lesson Objectives
Introduction to the Internet
About Phishing
Understanding Cookies
Working with Browser History
Working with Temporary Internet Files
Working with Pop-Up Windows
Understanding Internet Security Zones
Lesson Summary
Review Questions

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Lesson 16: Working Remotely

Lesson Objectives
About Remote Assistance
About Remote Desktop
Lesson Summary
Review Questions

Lesson 17: Connecting to other Computers

Lesson Objectives
About Networks
The Network and Sharing Center
Creating a Wireless LAN
Working with Networks
Sharing Resources
Mapping a Drive
About Offline Files
Lesson Summary
Review Questions

Lesson 18: Synchronizing and Sharing

Lesson Objectives
Making Web Pages Available Offline
About Folder Synchronization
Advanced Sharing Properties
Modifying Folder Properties
Sharing Printers
Resolving Connection Problems
Lesson Summary
Review Questions

Lesson 19: Collaborating with Others

Lesson Objectives
About Windows Meeting Space
Windows Mobility Center
Working with Network Projectors
Lesson Summary
Review Questions

Appendices

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Appendix B: Apply Your Skills Exercises
Appendix C: Answers to Review Questions
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Exam Objectives
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