

Windows Vista

THE FUNDAMENTALS

- A Look at Windows Vista
- What's New in Windows Vista
- Starting and Logging On to Windows Vista
- Understanding the Windows Vista Screen
- Using the Mouse: Pointing, Clicking, and Double-clicking
- Using the Mouse: Clicking and Dragging, and Right-clicking
- Using the Keyboard
- Using Help and Support
- Turning Off Your Computer

WORKING WITH A WINDOW

- Opening a Window
- Understanding the Parts of a Window
- Using Window Sizing Buttons
- Resizing a Window
- Moving a Window
- Switching Between Windows
- Closing a Window

WORKING WITH A PROGRAM

- Using a Menu
- Using Toolbars
- Understanding Controls
- Entering and Editing Text in WordPad
- Opening a File
- Saving a File
- Selecting and Replacing Text
- Using Undo and Redo
- Cutting, Copying, and Pasting Text
- Previewing and Printing a Document
- Getting Help

WORKING WITH FOLDERS AND FILES

- Understanding What's in Your Computer
- Opening Drives, Folders and Files
- Navigating to Other Locations on the Computer
- Folder and File Basics
- Selecting Multiple Folders and Files
- Copying and Moving Folders and Files
- Changing the Window Layout and Views
- Using Search
- Working with Compressed Folders

CUSTOMIZING THE TASKBAR AND DESKTOP

- Understanding the Taskbar
- Customizing the Taskbar
- Understanding the Start Menu
- Customizing the Start Menu
- Using the Quick Launch Bar
- Starting a Program Automatically with Windows
- Working with Desktop Icons
- Using Windows Sidebar

CUSTOMIZING WINDOWS

- A Look at the Control Panel
- Changing Color and Appearance
- Changing the Desktop Background
- Using a Screen Saver
- Adjusting Display Settings
- Adjusting Sound
- Adjusting the Mouse
- Changing the Date and Time
- Customizing Folder View Options

FREE PROGRAMS

- Calculator
- Notepad
- Paint
- Snipping Tool
- Sound Recorder
- WordPad
- System Tools
- Games
- Other Free Programs and Accessories

USING THE INTERNET

- Introduction to the Internet
- Connecting to the Internet
- Browsing the Web
- Browsing with Tabs
- Searching the Web
- Changing the Home Page
- Using Favorites
- Using Browsing History
- Downloading Pictures and Files