

Introduction to Windows Vista

What You Will Learn.....	1
What is Windows Vista?	2
Logging on to Windows Vista	2
Using the Mouse	3
Understanding the Mouse Buttons.....	3
Using the Mouse (Essential Mouse Skills)	4
Working with User Accounts	5
Creating User Accounts	5
Modifying a User Account.....	7
Assigning Passwords.....	7
Logging On As Another User (Log Off and Switch User)	9
Deleting a User Account	10
Shutting Down the Computer	12
Using Ctrl+Alt+Delete	14
Using the Keyboard.....	15
Exploring the Windows Vista Desktop.....	18
Customizing the Desktop	20
Personalizing the Desktop Appearance	20
Adding Icons to the Desktop	25
Working with the Sidebar	27
Viewing the Sidebar	27
Closing the Sidebar.....	27
Setting Sidebar Properties	27
Adding Built-In Gadgets to the Sidebar	29
Customizing a Gadget	30
Removing a Gadget from the Sidebar.....	30
Exercise 1: Customizing Windows Vista	31
Using the Start Menu.....	32
Opening Applications	33
Opening Your Personal Folders.....	33
Changing the Start Menu Properties.....	34
Using the Taskbar	35
Viewing and Hiding (Minimizing) Open Windows.....	35

Using the Quick Launch Toolbar.....	36
Manipulating the Taskbar.....	36
Managing Windows.....	39
Moving a Window.....	39
Minimizing, Maximizing, and Restoring a Window	40
Resizing a Window	40
Closing a Window	40
Managing Multiple Windows	41
Showing the Desktop.....	44
Exercise 2: Navigating the Desktop	45
Working with Explorer Windows.....	46
Opening an Explorer Window	46
Understanding the Folder Hierarchy	47
Navigating Through Explorer Windows.....	48
Changing the View.....	52
Understanding File Properties	53
Customizing the Explorer Window Layout	54
Managing Files in Explorer Windows	55
Using the Command Bar.....	55
Moving and Copying Files.....	56
Selecting Multiple Files	60
Renaming a File.....	61
Deleting Files	62
Exercise 3: Managing Files	63
Creating and Managing Folders	64
Creating a New Folder	64
Moving and Copying Folders	65
Renaming Folders.....	65
Deleting Folders.....	66
Exercise 4: Creating and Managing Folders	67
Using the Recycle Bin	68
Viewing Recycle Bin Contents	68
Restoring Files or Folders from the Recycle Bin.....	68
Emptying the Recycle Bin	69
Changing the Recycle Bin Properties	70
Working with Files in an Application (Opening and Saving)	71
Understanding the Terminology.....	71
Identifying the Parts of an Application Window	72
Accessing Commands in an Application Window	73

Creating a New File	73
Saving a File	74
Opening a File.....	76
Exercise 5: Creating, Opening, and Saving Files	77
Appendix A: Using Internet Explorer to Access the Internet.....	78
Using a Web Browser	78
Using Internet Explorer to Browse the Internet	78
Using the Search Box to View a Web Site	79
Appendix B: Understanding Windows Vista Editions	80
Appendix C: Solutions to Exercises	82