

## Microsoft® Windows Vista™: New Features

### Course Specifications

Course number: 085606  
Software: Microsoft Windows Vista  
Course length: 1 day(s)

### Course Description

You are familiar with the earlier versions of Microsoft's Windows® operating systems. Every new Windows version includes features and enhancements to overcome the limitations and drawbacks of its predecessors. Microsoft® Windows® Vista™ is the latest release in the Microsoft Windows operating system family. In this course, you will use the new features in Windows Vista to improve your workflow efficiency and business productivity.

**Course Objective:** You will use the new features in Microsoft Windows Vista to streamline your work and maximize productivity.

**Target Student:** The course is intended for computer users who have Windows Vista installed on their computer and are familiar with older versions of Microsoft's client operating systems.

**Prerequisites:** Some experience of working in either a Windows XP or Windows 2000 desktop operating system environment is required.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Hardware Requirements

This course requires one desktop computer for each student.

- A PC with Pentium IV 800 MHz or higher.
- A minimum of 512MB of RAM or higher.
- A 128 MB graphics processor that supports DirectX 9.0.
- Generic Monitor (1024x768)
- A 40 GB hard disk or larger.
- A USB 2.0 Thumb Drive with a minimum capacity of 1 GB.
- A DVD RW drive.
- A High-speed Internet connection.

This course requires a laptop computer for the instructor.

- A laptop computer with Pentium IV 800 MHz or higher.
- A minimum of 512MB of RAM or higher.
- A 40 GB hard disk or larger.
- A DVD RW drive.
- A USB 2.0 Thumb Drive with a minimum capacity of 1 GB.
- Support for audio output.
- A High-speed Internet connection.
- A display system to project the instructor's computer screen (Projector)

### Platform Requirements

- Microsoft® Windows Vista™ Business Edition.

## Software Requirements

- Microsoft® Windows Vista™ Business Edition
- Microsoft® Office 2007®
- DirectX 9

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- examine the various changes and new interface components of the Windows Vista environment.
- use new Windows Vista™ functions to search for folders and files.
- work with the new organizational and productivity tools and applications provided in Windows Vista™.
- share data and collaborate with other users using the networking and sharing options of Windows Vista™.
- enhance system performance by using several features provided by Vista.
- enhance your system security against online threats and unauthorized access.

## Course Content

### Lesson 1: Exploring Windows Vista™

- Topic 1A: Get Started with Windows Vista
- Topic 1B: The Windows Vista User Interface
- Topic 1C: Examine New Features in Windows Explorer
- Topic 1D: Configure the Sidebar
- Topic 1E: Implement Windows® Aero™

### Lesson 2: Searching for Folders and Files

- Topic 2A: Search to Locate Folders and Files in Windows Explorer
- Topic 2B: Search for Files Using the Advanced Search Options

### Lesson 3: Working with New Tools and Applications in Windows Vista

- Topic 3A: Manage Calendars and Tasks
- Topic 3B: Use Internet Explorer® 7 to Access the Web
- Topic 3C: Manage Pictures

### Lesson 4: Networking to Share and Collaborate

- Topic 4A: Use the Network And Sharing Center to Share Content
- Topic 4B: Synchronize Data with Sync Center
- Topic 4C: Collaborate Online with Windows Meeting Space
- Topic 4D: Modify the Mobile PC Settings

### Lesson 5: Enhancing Performance in Windows Vista

- Topic 5A: Optimize Power Consumption
- Topic 5B: Improve Computer Performance

### Lesson 6: Enhancing System Security

- Topic 6A: Protect the System from Online Threats
- Topic 6B: Implement Windows Vista Security Features
- Topic 6C: Backup and Restore Files and Folders

## Appendix A: Regrouped Features in Windows Vista™