



## Course Outline

### Microsoft Windows Vista: New Features

**Course length:** 1 day

**Prerequisite:** Working knowledge of a previous Windows operating system (Windows 2000, XP)

**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.

### 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:

**Exploring Windows Vista™**

- Get Started with Windows Vista
- The Windows Vista User Interface
- Examine New Features in Windows Explorer
- Configure the Sidebar
- Implement Windows® Aero™

**Searching for Folders and Files**

- Search to Locate Folders and Files in Windows Explorer
- Search for Files Using the Advanced Search Options

**Working with New Tools and Applications in Windows Vista**

- Manage Calendars and Tasks
- Use Internet Explorer® 7 to Access the Web
- Manage Pictures



## Course Outline

### Networking to Share and Collaborate

- Use the Network And Sharing Center to Share Content
- Synchronize Data with Sync Center
- Collaborate Online with Windows Meeting Space
- Modify the Mobile PC Settings

### Enhancing Performance in Windows Vista

- Optimize Power Consumption
- Improve Computer Performance

### Enhancing System Security

- Protect the System from Online Threats
- Implement Windows Vista Security Features
- Backup and Restore Files and Folders

### Appendix: Regrouped Features in Windows Vista™