



Course Outline

Microsoft® Windows Vista

Level 1

Lesson 1: Getting Started with Personal Computers

- Topic 1A: Personal Computer Basics
- Topic 1B: Personal Computer Hardware
- Topic 1C: Personal Computer Functionality

Lesson 2: Exploring Windows Vista

- Topic 2A: Log On to Windows Vista
- Topic 2B: Explore the Desktop
- Topic 2C: Manipulate Open Windows
- Topic 2D: Use Help And Support
- Topic 2E: Turn Off the Personal Computer

Lesson 3: Customizing the Windows Vista Desktop

- Topic 3A: Customize the Start Menu
- Topic 3B: Customize the Taskbar
- Topic 3C: Personalize the Desktop
- Topic 3D: Set a Screen Saver
- Topic 3E: Configure the Sidebar

Lesson 4: Using Common Tools and Programs in Vista

- Topic 4A: Create a Document in WordPad
- Topic 4B: Format a Document in WordPad
- Topic 4C: Work with the Calculator
- Topic 4D: Customize a Graphic with the Paint Tool

Lesson 5: Managing Folders and Files

- Topic 5A: Navigate Folders with Windows Explorer
- Topic 5B: Work with Folders and Files
- Topic 5C: Organize Files and Folders
- Topic 5D: Search for Folders and Files
- Topic 5E: Use the Advanced Search Options
- Topic 5F: Burn Data on Storage Media

Lesson 6: Browsing the Internet

- Topic 6A: Become Familiar with the Internet
- Topic 6B: Browse Websites with Internet Explorer 7.0
- Topic 6C: Download and Install a Gadget