

Using Microsoft Windows Vista – Course Outline

Duration 2 Days

Protecting Your Computer **Manage Windows Firewall**

Display the status of Windows Firewall
Configure the firewall access for specific programs.
Block all programs
Allow a specific program through Windows Firewall

Manage malicious software (also called malware) protection

Display the status of spyware-protections and virus-protection programs
Remove or restore programs blocked by Windows Defender
Remove, enable, or disable programs running on a computer
Monitor all programs running on a computer by using Windows Defender
Choose not to monitor specific programs

Configure Windows Update settings

Configure automatic update settings
Choose when to download updates
Check for optional updates
Install a downloaded update
Display a list of installed updates

Lock a computer

Change the screen saver delay time
Manually lock a computer

Manage Microsoft Internet Explorer security

Configure Internet Explorer security settings
Add a site to the Trusted Sites list
Add a site to the Restricted Sites list
Disable or delete an add-on program
Use the Phishing Filter
Manually check a Web site
Report a suspected Phishing site
Configure history and temporary Internet files settings
Delete information about your Internet browsing history
Delete temporary Internet files when you close Internet Explorer
Configure privacy settings
Change cookie handling settings?
Allow selected pop-up windows
From a specific site
From all HTTPS sites

Configure local user accounts

Create a standard password-protected local user account
Require a new user to change his or her password when logging on for the first time
Disable a local user account

Managing Mobile and Remote Computing

Manage the computer power state
Configure power settings and options
Change when a computer sleeps
Place a mobile device in Sleep mode

From the Start menu
Place a mobile device in Hibernation mode

Place a computer in Hibernation mode by using the power switch

Manage network connections

Choose a network connection from the Network Centre

Find and connect to an available wireless network

From the notification area icon

From the start menu

Check the status of a wireless network connection

Remotely connect to a network at your workplace

Configure a VPN connection

Create a dial-up connection

Manage remote access to your computer

Allow Remote Desktop connections to your computer

From computers running any version of Remote Desktop

Only from computers running

Remote Desktop with Network Level Authentication

Specify who can connect by Remote Desktop to your computer

Disable Remote Assistance to a computer

Connect to another Computer

Connect to another computer using Remote Desktop

Connect to another computer by

mapping a drive to a network share

Connect to another computer by browsing a network

Connect to another computer by accessing shared folders
By using the server and share names (UNC path)

Access files stored in shared network folders when your computer is offline

Setup your computer to use offline files

Make a file or folder available offline

By using the Offline Files Wizard

Resolve synchronisation conflicts

By using sync centre

Synchronize folders between computers

Synchronize folders between computers by using the PC to PC Sync feature

Make the content of a favourite Web site available offline.

Managing Software, Disks and Devices

Manage Software

Create a restore point

Install a software program

Uninstall a software program

Install a software update

Configure a program to use a compatibility mode

Manage disks

Ascertain the amount of available space on a hard disk

Ascertain whether a hard disk is partitioned

Check a hard disk for problems

Run the Check Disk tool

Manage devices and drivers

Enable and disable devices
Update or install a device driver
Roll back a driver to a previous version
Safely remove PC Cards and USB devices

Manage Display Settings

Adjust your display resolution
Adjust the display refresh rate
Select the display colour depth setting
Adjust icon size
Configure multiple monitors
Adjust the monitor resolution of a secondary monitor
Extend the desktop onto a second monitor
Select the primary monitor
Identify which monitor is the primary monitor
Change which monitor is the primary monitor

Install and configure a printer

Install a local printer
Change the default printer
Locate and install a network printer
Share a printer that is connected to your computer
Share a printer with others who are running Vista
Make drivers available for other operating systems

Managing Files and Folders

Manage Windows Explorer

Settings

Show and hide file extensions
Configure Windows Explorer to show file extensions
Show and hid protected operating system files

Configure Windows Explorer to show protected operating system files
Show hidden files and folders
Configure Windows Explorer to show hidden files and folders
Configure Windows Explorer layouts
Configure the Preview Pane
Display or hide the Reading Pane
Display or hide the Search Pane
Display or hide the Navigation Pane

Manage and secure folders

Create a folder
Rename a folder
Add a folder shortcut to the Start menu
Add folders to the Favourite Links List
Configure NTFS permissions on a folder so that different users have different permissions
Set file and folder attributes Make a file or folder read only Make a file or folder hidden Encrypt file or folder contents Compress file or folder contents Set the folder type
Set a folder for Pictures type, so that Filmstrip view is available

Share Folders

Share a folder on a hard disk
Share a folder that has a share name that is different from the folder name. (Create the share by using the Advanced Sharing tab)
Secure a share by adding permissions for specific users
Make a share available offline

Search for files and folders

Specify whether a folder should be indexed
Search by using a virtual folder

Search by using wildcards
Search by using keywords
Redisplay the results of a previous search
Filter results of a search
Organise files within folders
Change the way files are displayed within folders
Change a single folder view
Display the contents of a folder as a slideshow
Display or hide file and folder details
Group files by details
Sort files by details
Stack files by details

Manage files

Add metadata to a file (Note: Make sure the feature is available)
Remove properties and personal information from a file
Create, delete, rename and move files
Create a text file
Send a file to the Recycle Bin
Retrieve a file from the Recycle Bin

Customizing Your Vista Experience

Customize and modify the Start menu
Customize the Start menu
Display the Control Panel link as a menu
Change the default email program that appears on the Start menu
Pin and unpin items from the Start menu
Pin a program to the start menu by dragging
Unpin a program from the start menu

Configure a program to start automatically
Add a program shortcut to the start-up folder
Add a program to the start menu
Customize the taskbar
Display the Quick Launch bar on the taskbar
Add a toolbar to the taskbar
Move the taskbar to the right side of the screen
Requires that the candidate first unlock the taskbar
Automatically hide the taskbar when not in use

Customize the notification area
Always hide an (unimportant) notification area icon

Personalize the appearance and sound of a computer

Change the appearance of a computer
Apply a theme
Change the desktop background
Arrange desktop icons
Requires that the candidate first unlock the icons from the grid
Change the sound settings
Mute all sound
Configure different sound levels for different devices
Change the screen saver
Change the mouse settings
Change the primary mouse button
Use a large pointer
Adjust the double click sensitivity

Manage the Windows Sidebar

Display the Windows Sidebar
Configure the Windows Sidebar
To stay on top of other windows

To display in another location (that is, the left side of window)
Add gadgets to the Windows Sidebar
Add a standard gadget to the Windows sidebar
NOTE: Download a gadget from the Internet

Optimizing and Troubleshooting Your Computer

Increasing Processing speed

Expand memory cache by using Windows ReadyBoost
Insert USB flash drive and select the option to use it as memory cache
Manually defragment the hard disk
Adjust power options for best performance

Locate troubleshooting information

Locate information in Windows Help and Support Centre
Search the offline Help file for a solution to a problem
"Ask an Expert" for a solution to a problem through Windows Help and Support

Search the Microsoft Knowledge Base from Windows Help and Support Centre

Locate system Information

Ascertain the CPU usage of the computer
Use Task Manager to monitor CPU Usage
Ascertain the page file usage of the computer
Display the amount of installed RAM and the processor speed
Ascertain the hardware and devices installed on a computer

Use device manager to verify installed devices
Use device manager to find out whether there is a hardware conflict
Ascertain the system performance rating
Rate your Windows System Performance
View details about performance issues

Repair a network connection

Ascertain the IP configuration of the computer
Ascertain IP, gateway, and DNS server addresses
Ping a computer by IP address or computer name
Enable and disable a network connection
Recover from software errors
Identify and terminate unresponsive programs
Using Task Manager, ascertain which programs are not responsive
Using Task Manager, terminate an unresponsive program.

Repair a software installation

Troubleshoot printing errors

Discover the status of a printer (Ready, Busy, Error)
Pause, restart, and delete print jobs and queues
Pause a print job
Cancel a print job
Pause the print queue
Clear all jobs from the print queue

Recover the operating system from a problem

Use advanced startup options
Restart in Safe Mode

Restart in Safe mode with
networking
Revert to Last Known Good
Configuration
Restore the computer to a previous
point

**Request and Manage Remote
Assistance**

Enable Remote Assistance invitations
by using Remote Settings
Limit the time that a Remote
Assistance invitation is available
Request Remote Assistance through
Windows Help and Support Centre
Disable Remote Assistance
Invitations