



White Horse Computer Training

Course Outline

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TRAINING • DEVELOPMENT • CONSULTANCY

Windows Vista for End Users

Duration: 1 day

Pre requisites:

Basic familiarity with keyboard and mouse

- Exploring the New Interface
 - Starting and shutting down
 - Starting Programs
 - Finding Files and folders
 - Switching Between Programs and Windows
 - Input Panels and Tablets
 - Sticky Notes and Journal
 - Sidebar and Gadgets
 - Adding gadgets
 - Running Commands
 - Applying themes and colour schemes
- Windows Calendar
- Windows Contacts
- Internet Explorer 7
 - Finding a Web Page
 - Favorites
 - Opening Multiple Web Pages
 - Setting Multiple Web Pages as Home Page Tabs
- Working with Pictures (Windows Photo Gallery)
 - Finding, Labeling & Tagging your Pictures
 - Importing Photos from your Camera
 - Managing your Photos
 - Creating a Multimedia Slide Show of your Pictures
 - Playing a Music CD
- Directing your Computer with Voice Commands
- Printing a Document
 - Setting a Default Printer
 - Printing Pictures
 - Printing Web Pages
- Scanning a Document
- Managing Files and Folders
 - Windows Views
 - Sorting Files and Folders
 - Viewing File Information
 - Classifying your Files
 - Navigation of Folders
 - Folder Links
 - Finding Folders
 - Organizing Files
 - Sharing Files
- Recovering Deleted Item
- Flash Drives and Removable Memory
- Creating CDs and DVDs