

Course overview: MS Windows Vista Level 2



Overview and objectives

This one-day course builds on the skills and concepts taught in Windows Vista: Basic. Students will learn how to scan for spyware, manage user accounts, change file attributes, and create a complete PC backup. They will also learn how to manage the print queue, enable file sharing, use Windows Meeting Space, and publish a calendar.

Target audience

To be prepared for this course, you should have completed Windows Vista: Basic or have equivalent experience. You will get the most out of this course if your goal is to become more proficient using Windows. You will learn the advanced features of Windows Vista, such as customizing Windows security options, performing advanced file management, working with network resources, and working with printers..

Course prerequisites

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the following courses or have equivalent experience: Windows Vista: Basic.

Course objectives

Use the Security Center and Windows Defender to secure their PCs and protect them from spyware, and use System Restore to set and restore to protection points.

Manage user accounts, use user switching, and employ basic user-level security.

View and change file attributes, set advanced folder options, perform disk maintenance, and use Windows Backup to protect important data.

Add a printer and manage print jobs with the print queue.

Understand networking concepts, create and use network connections, and share folders and printers on a LAN.

Collaborate with others through Windows Meeting Space, and create and share calendars with Windows Calendar.

Course contents

System management • Security Center • Windows Defender • System Restore

Managing multiple users • Windows Vista user accounts • User switching • Managing passwords

File management • Advanced file and folder management • Disk maintenance • Using Windows Backup

Print management • Windows printing • Managing print jobs

Networking • Windows Networking • Sharing files • Sharing printers

Collaboration tools • Windows Meeting Space • Windows Calendar