

Course: Windows Vista Home Premium

This is a course to learn and understand how to use the Windows Vista Home Premium operating system. The course is divided into two parts: the first describes the way to execute the most common tasks in this operating system, such as handling files and printers or the playback of multimedia files; the second one studies the Internet Explorer browser and some of the basic techniques to navigate the Internet.

Lessons	Theoretical hours	Practice hours	Total hours
28	30	25	55

This course contains a handbook in digital format.

This course is only available for LMSs compatible with SCORM or AICC.

CONTENTS

Module 1: **Windows Vista**

It describes the user interface for Windows Vista, placing special attention on the user's most common tasks in this operating system: handling files and folders, printer administration, installation and startup of applications, playing multimedia files (audio, video, animation, etc.). Some useful Windows accessories are also studied, such as Paint for drawing and the text editors Notepad and WordPad. This module ends with the study of the available accessibility options.

Lesson 1: Installation

It introduces Windows Vista and describes each of the available editions of this operating system. Then, it shows the Windows Vista installation process, explaining how to create partitions, how to format them and how to choose the components and proper adjustments for the user's needs.

Chapter 1: Introduction

Chapter 2: Windows Vista Editions

Chapter 3: Starting the installation

Chapter 4: Making partitions and formatting

Chapter 5: Copying the Vista components and configuring the installation

Lesson 2: Getting started with Windows

It describes what can be found on the Windows Vista Desktop, with its task bar, the Windows Sidebar gadgets, the recycle bin etc. It shows the role played by the Start Menu in executing the applications needed, as well as how to alternate between the tasks or open windows using the task bar or visually in 3D if Aero is available. It also includes a quick view of the help system and shows the different available options to close Windows Vista correctly.

Chapter 1: The Desktop

Chapter 2: The Start Menu

Chapter 3: The Taskbar

Chapter 4: Getting Help

Chapter 5: Closing Windows

Lesson 3: Working on the Desktop

It teaches how to work with icons, shortcuts and windows, in other words, the fundamental elements of the Windows user interface. For example, it explains how to move or change the size of a window, maximize it, minimize it, etc.

Chapter 1: Desktop icons

Chapter 2: More about shortcuts

Chapter 3: Windows

Chapter 4: Resizing windows

Lesson 4: Personalizing the Desktop

It describes how we can modify the appearance and performance of the Windows Vista desktop. From visual aspects such as changing the background image, the color and transparency of the windows, etc. to others of a more technical or functional character such as setting the optimum screen resolution, the items that we want to be shown in the Start Menu or the behavior of the task bar. It also explains the value of the evaluation of the Windows Vista experience.

- Chapter 1: What type of computer is my PC?
- Chapter 2: Background, screen saver and resolution
- Chapter 3: Windows appearance
- Chapter 4: Customizing the Start menu and the taskbar

Lesson 5: Organizing Files and Folders

It studies the hierarchical structure of the Windows file system, explaining how it is divided in folders and files. It also indicates how to format storage units so they can be used in Windows. Finally, it describes the concept of "personal folders" and "system folders".

- Chapter 1: Storage devices
- Chapter 2: Files and folders
- Chapter 3: Formatting disks
- Chapter 4: Creating folders
- Chapter 5: Personal folders
- Chapter 6: System Folders

Lesson 6: Working with Applications

It explains how to properly install and uninstall applications in Windows, as well as how to close those applications that for some reason stop responding to the user. It also studies the possibility of running old applications with a compatibility mode prior to Windows Vista.

- Chapter 1: Installing applications
- Chapter 2: Installing old applications
- Chapter 3: Uninstalling applications
- Chapter 4: Non-responding applications

Lesson 7: Working with Files (I)

It teaches diverse topics regarding the use of files in Windows: understand why files are started with a certain application when double clicking on them; learn the common types of files; know how to list the various files and folders in Windows Explorer; understand what they are and what the attributes are good for, etc.

- Chapter 1: Common file types
- Chapter 2: Associations
- Chapter 3: Sorting and counting files
- Chapter 4: File and Folder Attributes

Lesson 8: Working with Files (II)

It studies various subjects regarding the use of files and folders in Windows; how to select them so as to later execute operations ?move? and ?copy?, use the Recycle Bin to recover deleted items; the need to make backup copies and where to make them, etc.

- Chapter 1: Selecting Files and Folders
- Chapter 2: Copying and Moving
- Chapter 3: Backup copies
- Chapter 4: Deleting Files and Folders

Chapter 5: The Recycle Bin size

Lesson 9: Searching for Files and Folders

It teaches how to carry out exhaustive file searches using the file or folder name, part of its content and other details, such as the new labels. It also explains how to use the column headings of an explorer window to filter, group and stack its content. Finally, it teaches the favorite folder concept.

Chapter 1: File Properties and Tags

Chapter 2: Filtering and Grouping

Chapter 3: The Search Box

Chapter 4: Favorite Links

Lesson 10: Advanced Search

It presents advanced techniques that can be applied when searching for files and folders in Windows Vista: the search folders, where we can specify additional criteria for the search; the use of logical operators (AND, OR, NOT...); as well as the possibility of saving the searches to use them later without having to set up the criteria again.

Chapter 1: Search Folders

Chapter 2: Complex Searches

Chapter 3: Saving Searches

Chapter 4: Indexation

Lesson 11: Installing and using Printers

It explains how to install printers in Windows, whether Plug and Play or the ones not automatically recognized by the operating system. It also explains how to work with the print Administrator to check on the progress of the printing jobs, pause them or cancel them.

Chapter 1: Installing a local printer

Chapter 2: Installing a network printer

Chapter 3: The default printer

Chapter 4: Printing documents

Chapter 5: The Print Manager

Lesson 12: Drawing with Paint

It describes the drawing program Paint, with which you will be able to create and modify drawings and designs.

Chapter 1: A program for drawing

Chapter 2: Basic techniques

Chapter 3: Shapes and Text

Chapter 4: Applying special effects

Lesson 13: Continue Drawing

It describes interesting characteristics of the drawing program Paint, such as the possibility of applying zoom to enlarge or reduce images; how to create new colors; using the eraser and color eraser; properly printing the drawings and the Print Screen option. It also shows the different graphic formats with which we can save drawings or images we worked with in Paint.

Chapter 1: Enlarging images

Chapter 2: Customizing colors

Chapter 3: Using the Eraser and Color Eraser

Chapter 4: Printing drawings

Chapter 5: Graphic formats

Chapter 6: Print Screen

Lesson 14: Editing Text

It studies the two text editors that Windows incorporates: Notepad for simple text and WordPad for rich text. It presents the basic techniques for editing text using these two editors, but valid for any application of this type: move within the document, select text, modify text, apply source and paragraph format characteristics etc. Finally, it explains how to change the keyboard language in Windows.

Chapter 1: The Notepad

Chapter 2: Moving the cursor in a document

Chapter 3: Modifying text

Chapter 4: Paragraph Formatting in WordPad

Chapter 5: Font formatting in WordPad

Chapter 6: Find, Tabs and Images

Chapter 7: Changing the Input Language

Lesson 15: Windows Photo Gallery (I)

It presents the Windows Photo Gallery, which is the application included in Windows Vista intended to organize and work with our digital photographs taken with a digital camera or even from a scanner. In this lesson, the three basic tasks for photographs are reviewed: import them from a digital camera, visualize them and retouch them if necessary.

Chapter 1: Introduction

Chapter 2: Importing pictures

Chapter 3: Viewing pictures

Chapter 4: Fixing photos

Lesson 16: Windows Photo Gallery (II)

It describes the following characteristic or tasks with respect to Windows Photo Gallery: import folders of images available on the computer; organize the photographs using the Gallery navigation panel; study the graphic file formats used the most for images and video; how to prepare the images for printing on paper or request copies from a digital developing internet service.

Chapter 1: Importing photo folders

Chapter 2: Organizing photos and videos

Chapter 3: Graphic File Formats

Chapter 4: Printing pictures

Lesson 17: Windows Media Player (I)

It presents the Windows Media Player, the Windows component specializing in the organization and playback of multimedia files, such as video, sound, music CD, movie DVD, etc. This lesson describes its interface, explaining the purpose for each of its tabs; it explains how to play and copy music (pointing out the different formats and qualities that can be used) and how to add items to the Player Library.

Chapter 1: Introduction to Media Player

Chapter 2: Playing Audio or Video File

Chapter 3: Playing and copying Music CDs

Chapter 4: Organizing the Library

Lesson 18: Windows Media Player (II)

It describes some of the characteristics of Windows Media Player, such as the possibility of playing movies on

DVD, creating playlists or synchronizing the content of the Library with portable devices (MP3, PDA, mobile telephone players, etc.). Additionally, it clearly explains what a format and a codec are, as well as the difference between the two concepts.

- Chapter 1: Playing DVD movies
- Chapter 2: Codecs and Formats
- Chapter 3: Play Lists
- Chapter 4: Synchronizing with portable players

Lesson 19: CD/DVD Recording and AutoPlay

It studies the characteristics of Windows Vista for recording CDs and DVDs without the need for any additional application. It describes the difference between the two formats that can be used (LFS and with master boot record) and how to create the most common CDs and DVDs: music compact disk using the Windows Media Player and photo disks with Windows Photo Gallery. The lesson ends by explaining the automatic playback concept or autoplay.

- Chapter 1: Introduction
- Chapter 2: Live Format System LFS
- Chapter 3: Mastered Disc Format
- Chapter 4: Burning an audio or a photo CD
- Chapter 5: AutoPlay

Lesson 20: Windows Movie Maker

It describes the Windows Movie Maker application included in Windows Vista. With this application we can create our home movies in a truly easy manner from the video output of a digital camera or from video files. Audio, static images, titles, credits etc. can also be included and special effects or transitions can be applied.

- Chapter 1: Introduction
- Chapter 2: Importing Video
- Chapter 3: Importing Audio and Photos
- Chapter 4: Creating the storyboard of the movie
- Chapter 5: Improving the audio and creating a narration
- Chapter 6: Transitions and Special Effects
- Chapter 7: Titles and Credits
- Chapter 8: Publishing the movie

Lesson 21: Miscellaneous

It studies different subjects regarding Windows Vista: the possibility of compressing and expanding files; how to establish the regional configuration (hour, date, currency, keyboard language, etc.); and how to activate or deactivate Windows components.

- Chapter 1: Compressing Files and Folders
- Chapter 2: Extracting
- Chapter 3: Time and Date
- Chapter 4: Regional configuration
- Chapter 5: Activating or deactivating Windows features

Lesson 22: Accessibility

It studies the accessibility options and tools of Windows Vista to facilitate the work of people with physical disabilities, such as poor vision or hearing, or with mobility problems. Among the tools, Voice Recognition stands out, which allows one to write documents and manage Windows by voice.

- Chapter 1: Mouse and Keyboard
- Chapter 2: The Ease of Access center
- Chapter 3: The Magnifier
- Chapter 4: On-screen Keyboard
- Chapter 5: Making the mouse and keyboard easier to use
- Chapter 6: Speech Recognition

Module 2: **Internet Navigation**

It describes techniques to navigate the Internet in a secure and reliable way using the Internet Explorer 7 Browser. It explains concepts such as a secure site, cookie, hyperlink, etc.; it shows methods on how to obtain the information we are searching for on the Internet search engines the best way possible; and how to save and print the information from the web pages.

Lesson 23: Introduction to the Internet

It introduces the Internet concept and its differences with respect to the World Wide Web. Subsequently it presents the Internet Explorer 7 Browser included in Windows Vista, explaining the way to navigate the Web. This is based principally on the use of URL addresses and hyperlinks. The lesson ends with the new Internet Explorer characteristic regarding tab navigation.

- Chapter 1: The world in your hands
- Chapter 2: The World Wide Web
- Chapter 3: Navigating the Web
- Chapter 4: Tabbed Browsing

Lesson 24: Exploring Websites (I)

It studies some techniques and concepts needed for surfing the Internet: how to change the browser start page, how to create bookmarks or favorites in order to quickly access the websites; how to handle cookies; and how and when to install accessories or plugins that expand the browser possibilities.

- Chapter 1: The Home page
- Chapter 2: Favorites
- Chapter 3: Plug-ins
- Chapter 4: Cookies

Lesson 25: Exploring Websites (II)

It studies some techniques and concepts needed for surfing the Internet: how to detect if we are on a secure website; how to configure Internet Explorer to block and/or permit the popup windows; how to use ftp servers to download files or do it directly from the web pages; and how to read RSS sources with the browser.

- Chapter 1: Secured websites
- Chapter 2: Blocking pop-up windows
- Chapter 3: Downloading files
- Chapter 4: RSS Feeds

Lesson 26: Searching on the Internet

It describes the role of search engines on the Internet as the fundamental method for finding information of any kind. Several interesting sites are visited such as online encyclopedias and specialized search engines. Finally, it indicates how to install search suppliers on Internet Explorer.

- Chapter 1: Directories
- Chapter 2: Search Engines
- Chapter 3: Encyclopedias
- Chapter 4: Searching for pictures, sounds and videos

Chapter 5: Internet Explorer Search Providers

Lesson 27: Saving and Printing Information

It explains how to save web pages that have been visited, as well as the images that appear on those web pages. Furthermore, it shows how to copy and paste text from a web page and how to print web pages using the Internet Explorer features.

Chapter 1: Saving pages

Chapter 2: Saving pictures

Chapter 3: Copying and pasting text

Chapter 4: Printing a web page

Lesson 28: History, Zoom and Help

It describes the use of the temporary files folder or Internet Explorer cache and the history list, where the websites visited are stored. Next it presents the new characteristic for applying a certain zoom to the whole web page, and the Internet Explorer help system.

Chapter 1: Temporary files

Chapter 2: History

Chapter 3: Zoom and Font size

Chapter 4: Internet Explorer Help