VISTA ADVANCED
Kenneth Mulholland
Joe Nathan

Expected Experience of Students
Since this is an advanced course, the students are expected to have a working experience with Vista or have taken the Vista in Practice class at the Academy.

Objectives
The objectives of this course are:
- Have hands on experience with the new look and feel of Vista.
- Become familiar with the advanced features of Vista

Course Content
Tasks to Be Accomplished by the Student
- Learn how to customize the computer to your needs and wants.
- Learn how to optimize and maintain Vista

Subjects
New Computer Language and Terms — Buttons, Gadgets, Sidebar, Software, Start Button, Windows Mail
Desktop — Operation, Component parts, How to tailor to fit users needs
Start Button and Taskbar — Parts, How to tailor to fit users needs
Files and Folders — Locating (Search and Windows Explorer), Backing-up
Storage — CD, Backup files, Backup email addresses
Internet and Email — transferring email addresses
Computer and Disks — Disk maintenance, Computer cleanup for faster operation,
     Computer RESTORE, System Configuration utility, Ctrl-Alt-Del
Control Panel — Location, Add or Remove Programs, Automatic Updates,
     Display, Mouse, Printers and Faxes, Security Center
Windows — Multiple
LESSON 1 – VISTA INTERFACE REVIEW
- Start menu,
- Control Panel

LESSON 2 – VISTA OPTIONS REVIEW (BRING FLASH DRIVE TO CLASS)
- Personalize Desktop, Mouse, Search
- Basic Folder options, Multiple windows, Taskbar, Gadgets

LESSON 3 – VISTA MAINTENANCE REVIEW
- Basic Vista Maintenance
- System and Program Backup and Restore

LESSON 4 – START MENU AND TASKBAR
- Start Menu Importance, Features, Customization, Search and Help
- Taskbar Personalization, Right Click Features, Quick Launch
- Toolbar and Notification Area Customization

LESSON 5 – FILES AND FOLDERS
- Files Definition and Attributes
- Folder Attributes

LESSON 6 – WINDOWS EXPLORER (FILES AND FOLDERS)
- Customize Layout, Navigating Between Files and Folders,
- Organize Files and Folders, Search

LESSON 7 – EMAIL
- Organizing and personalizing email
- Web mail

LESSON 8 – PRINTERS
- Setting Printer Preferences
- Printing Options and Capabilities

LESSON 9 – OFFICE 2007
- Introduction to MSWord 2007
- Mail merge

LESSON 10 – OPTIMIZE VISTA OPERATION
- Disk Cleanup and Maintenance
- Disk Defragmenter
- Faster startups
- Speed up working memeory (RAM)

LESSON 11 – Backup
- Backup and Restore Center,
- Backup Internet Favorites and E Mail Contacts

LESSON 12 USER ACCOUNTS
- Vista
- SteadyState

LESSON 13 – CLOUD COMPUTING
- Google Applications – Computing in the future
- Microsoft Office Live Add-in

Unable to Make a Class – Need a Lesson Go To
http://sites.google.com/a/kenvistaonline.com/vista-class-lessons/

Kenneth Mulholland
email: kmulholland37@comcast.net
302-994-4737

Joe Nathan
email: cheredna@gmail.com
302-762-3114

12/16/2009