



## Ground Rules -1

- Click/Left Click means single LEFT Click
- Double Click – means double LEFT click
- **Right** Click – means single **RIGHT** click
- *Select* means move mouse over item and single LEFT Click
- *Send To / Desktop* means
  - Move mouse to *Send To*
  - When a submenu appears
    - move mouse to *Desktop* and left single click
- The screen shots have been "Cropped" and enlarged to show the area of interest. They are NOT, necessarily, the FULL screen shot
  - Windows screens will be different on different computers
  - Yours may have more or less items than these screen shots
- The name of the button/item to select/click appears in *italics*.
- If you are having problems, raise your hand and a coach will help you.

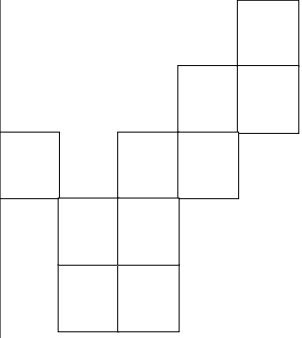
3



## Ground Rules -2

- Turn off your monitor when instructed
  - I will go thru the presentation explaining what we are going to do
  - I will close the presentation, and go thru the process so you can watch (on the projector)
  - I will go back to the presentation and leave the instructions on the screen
  - Turn your monitor back on, when instructed, and follow the steps on the screen
  - If you are having any problems, raise your hand and a coach will assist you


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## Using the Start Menu

Turn off your monitor!

5



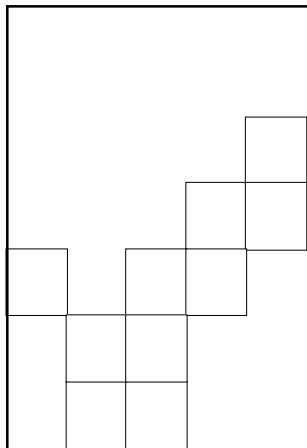
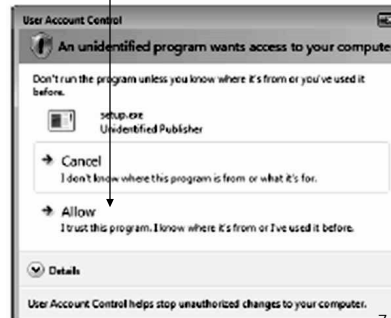
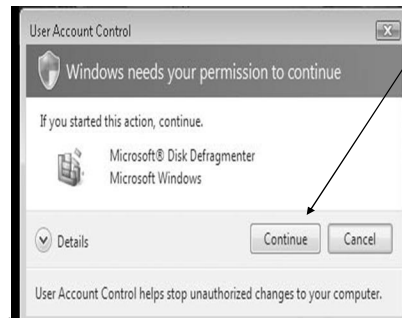
## Using The Start Menu

- Click on Windows Orb/Logo
- Type *SOL* in search box – WAIT -Do NOT hit enter
- When an entry for *Solitaire* appears
  - **Right** Click on *Solitaire* and select *Pin to Start Menu*
  - **Right** Click on *Solitaire* and select *Send To / Desktop*
- Tap the *Escape* key (Upper left corner of keyboard) to remove the Start Menu
  - Open the Start Menu again and observe that solitaire is now on the menu, above the line

6

# Windows *User Account Control*

- Very often, after you ask to run a program, a window will pop up asking if you want to continue.
  - If this appears as the result of an action YOU took, select *continue*
    - If it appears at any other time, click *Cancel!*
- In this class, always select *Continue/Allow*



## Windows Browser/Explorer

This is the tool used to  
examine/change the files and  
folders on your computer

Turn off your monitor!

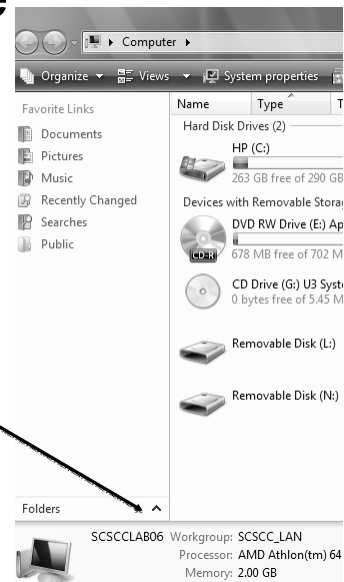
# Windows Browser/Explorer

- Close any Open Windows
- Click on the Windows Logo
  - Click on *Computer* in the right hand pane
    - This opens the *Windows Browser/Explorer*
- Alternate Method
  - Hold down the *Windows Key* and tap the letter “E”
- Alternate Method
  - Click on the Windows Logo
    - Type *COM*
    - Click on *Computer*

9

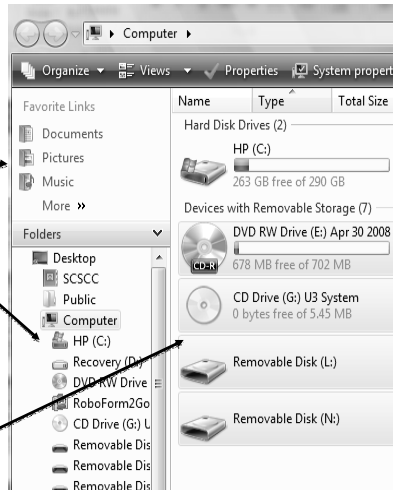
# Browser Folder Tree

- On your home computer, If the left hand pane does not have an expanded folder tree
  - Click on Up Arrow next to *Folders* (on the bottom of the left hand pane)
- Note: You single click on items in the left hand pane and double click those in the right hand pane



## Windows Browser -2

- Note that the left hand pane is split into 2 parts
  - On top are the Commonly used locations
    - Documents, Pictures, etc
  - Under this is Folders Tree
    - This is a representation of your Computer
      - It shows all Disks
      - It shows all CD/DVD Drives
- The right hand pane shows the contents of the item selected in the left hand pane
  - If nothing is selected, it shows your computer



11

## Right Click Menu – Files/Folders

- Right Click on the *hverne* folder
  - You will see the common items, previously discussed
- Double Click on the *hverne* folder
  - Double Click on the Files Folder
- Right Click on *Sample (Rich Text Format)* in the right hand pane
  - You will see the common items, previously discussed

12



## Windows Browser –Icon Size

- Click on Down arrow to the right of *Views*
  - Select *Medium Icons*
  - Go back and move slider and observe what happens

13



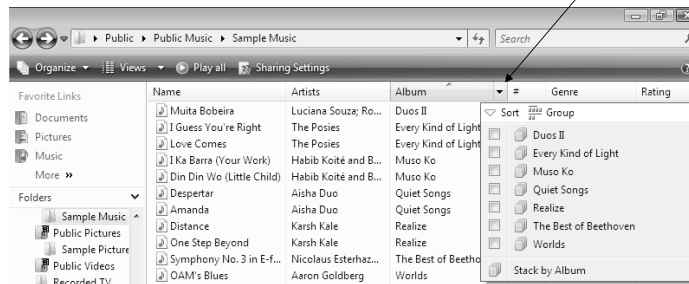
## Windows Browser – Grouping-1

- In the left hand pane, Click on *Music*
- In the right hand pane, Double Click on *Sample Music*
- Click on the *Arrow* next to *Views*, select *Medium Icons*

14

## Windows Browser – Stacking

- Click on The arrow to the right of *ALBUM* (on Title bar)
  - Select *Stack by Album*
    - Observe how Vista creates a *Pseudo-folder* for each album
- Click on The arrow to the right of *ALBUM*
  - Select *Group*
    - Observe how Vista groups the albums



15

## Windows Browser – Filtering

- Click on the Arrow next to *Albums*
  - Select any 2 of the albums
    - Observe how ONLY those albums selected show
- Click on the Arrow next to *Albums*
  - Unselect all of the albums
    - Observe that ALL the albums are back

16





## Your Photo Collection

- Click on Photos in the left hand pane
  - Double click on *Sample Pictures*
    - You can organize your pictures by assigning tag(s)
    - Single Click on a Picture
      - At the bottom of the browser screen note the *Tags* title
        - You can add/change the tags assigned to the picture by clicking to the right of the *Tags* title and entering the new data.
      - As was shown previously, you can then *filter* your photos, viewing only those that have the specified tag

17



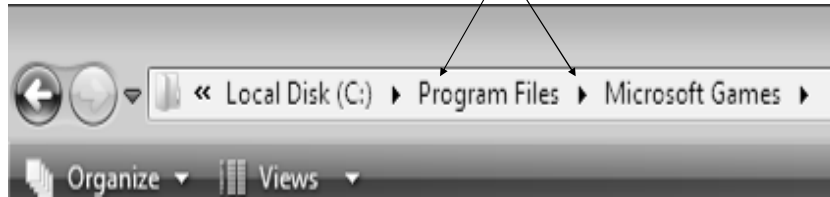
## Windows "Bread Crumbs" -1

- To demonstrate this, we will have to go down a few layers in a file tree.
- On Left Hand File Tree
  - Click on HP(C:)
- On the right hand pane:
  - Double Click on *Program Files*
  - Double Click on *Microsoft Games*

18

## Windows "Bread Crumbs" -2

- Your screen should look about like this
  - These are the "Bread Crumbs"



19

## Windows "Bread Crumbs" -3

- To go see all the other folders on a previous level
  - Click on the arrowhead to the right of the desired level
  - The item in **bold** is the one currently being displayed
- To go back (up) the tree
  - Click (not on the arrowhead), but on the desired item

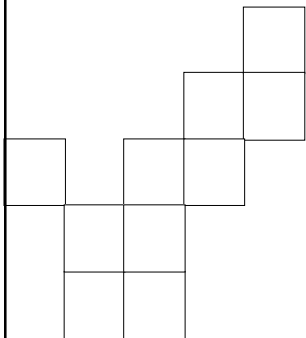
20



## Other Tools Available from Browser

- Click on *Computer* (in left hand panel)
- From here, you can easily:
  - Get to Program Uninstaller
  - Open System Properties Dialogs

21



## Burning CDs and DVDs

We will demonstrate using CD's,  
writing DVD's is no different  
Turn off your monitor!

22

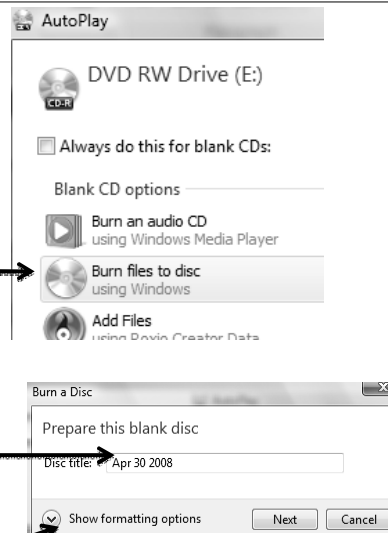
## Burning CD's

- There are 2 General Types of CD
  - *R* and *RW*
    - *RW* are rewriteable and can be used like a disk
    - *R* are not
- There are 2 types of “R” +*R* and –*R*
  - *As far as computers are concerned – you can use either*
  - *Devices such as CD and DVD players MAY only be able to use one type*
    - *Check your manual*

23

## Burning CD's

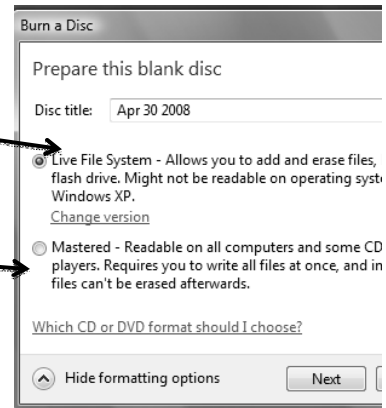
- Insert CD
- You will get a popup
  - Select Burn Files to Disc
  - You will then get another popup
    - Insert a Title for the disk
    - Click on *Formatting Options*



24

## Burning CD's

- Live formatting
  - You can use the CD like a disk
  - However, it can only be read by Vista Computers
- Mastered Formatting
  - The computer saves the items to be written to disk
  - Once the disk is *Burned* nothing can be added
  - It can be read by most computers and some CD players
- For this class, select *Mastered*
  - An explorer window will open pointing to the CD (Drive E)



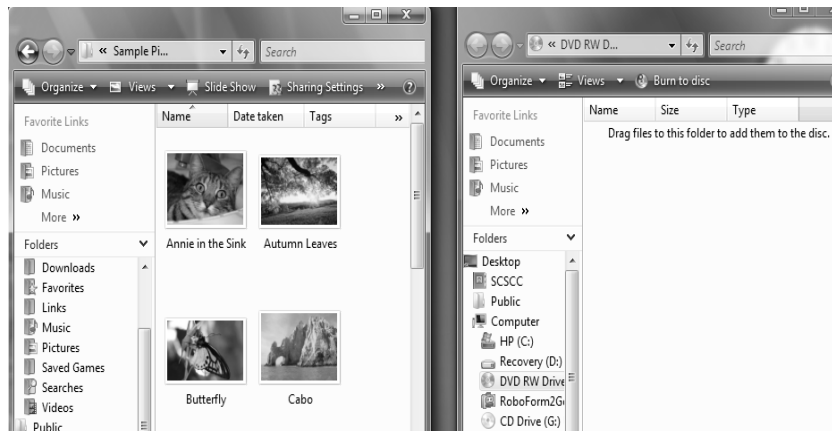
25

## Burning CD's

- We will need 2 copies of *Windows Explorer*
  - One will be the source window
  - The other will be the destination Window (already open)
- Size them so they can both be seen (see next slide)
  - Open a source window to the location containing the files you want to put on the CD
    - Here in class use the *sample pictures* folder

26

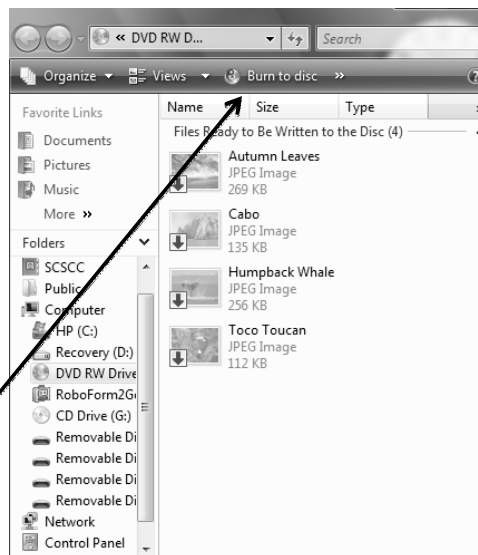
# Burning CD's



27

# Burning CD's

- Drag and drop pictures from the *sample pictures* folder to the *Drive E* window
- When you are done, click on *Burn to disc*



28



## Burning CD's

- Vista will burn the files to the CD
  - When it is finished, it will eject the CD
    - Click Finish on the popup
- You can then read this disk on any other computer or many CD devices.
- You can not add files to the disk

29



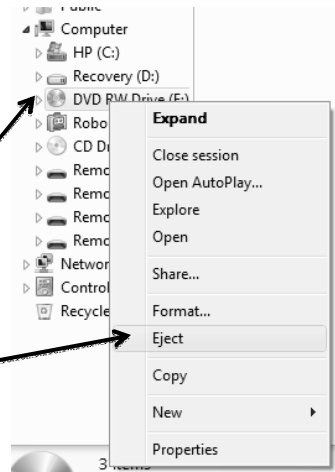
## Burning CD's

- Using the live format is very similar only:
  - When you select *Live Formatting*" Vista formats the CD
  - Once you drag a file to the CD (Drive E) window, the file is immediately written to the CD.
    - You do not have to click on *Burn..*
- You can come back later and add more files to the CD

30

## Burning CD's

- When you are done, you can finish by:
  - either pressing the eject button on the CD drive
  - Or Right clicking on Drive E (in the left hand pane of the explorer window) and select *Eject*



31

## Burning CD's

- In either case, Vista will take a few seconds to finalize the CD
  - You can then read it in either a Vista or XP computer.
- If you re-insert it (at a later time) into the Vista machine, you can continue to add (or even delete) files

32



## Skip Logon Window

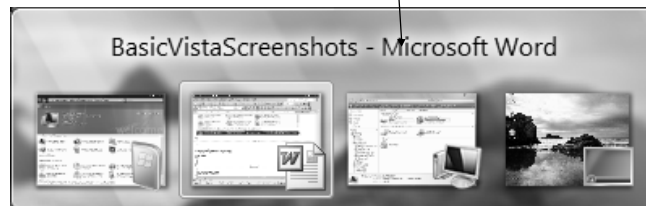
- Hold Down Windows key, tap *R*
  - Type *cmd*
  - Type *control userpasswords2*
    - On the Users tab, clear the *Users Must Enter A User Name And Password ...* checkbox
      - Click OK
    - A Login Dialog appears
      - Enter the desired default *User Name* and *Password* (2 times)
        - Click *OK*
  - Close all open windows

12/17/2008

33

## Selecting Windows

- Hold down BOTH *ALT* and *TAB* keys
  - Release *Tab* continue holding *ALT*
  - As you move mouse over window image
    - You will see windows *Title*
  - Click with mouse and window will be selected



- Try the Windows Key and Tab Key– see what happens

34

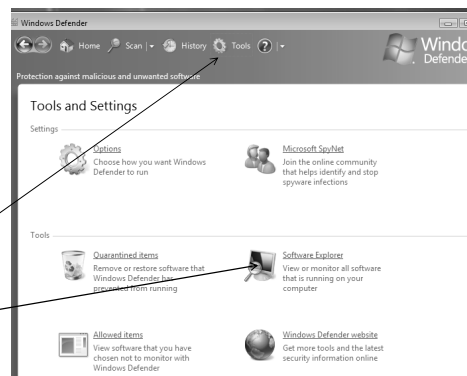
## To change from Vista to Classic View

- Control Panel
  - Open *Control Panel*
  - Click *Classic View* on left hand pane
- Start Menu
  - Right Click Taskbar, Select Properties
    - Select *Start Menu Tab*
      - Click *Classic Start Menu*
- Folders
  - Open Windows Browser
    - Click *Tools/Folder Options*
    - On *General Tab - Under Tasks*
    - Click *Use Windows Classic Folders*

35

## Windows Defender

- Open the Start Menu
  - Type *def*
  - Select *Windows Defender*
  - Click on *Tools*
    - Select *Software Explorer*



36

## Software Explorer

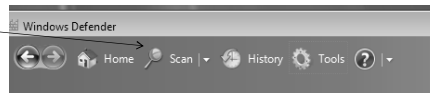
- This tool can show us:
  - The programs loaded at startup
    - We can *remove* or *disable* any program
  - The programs currently running
    - We can end any process or call the *Task Manager*



37

## Memory Scan

- Defender has the ability to scan memory for viruui
- Like most programs, you can set up options by click Tools/Options



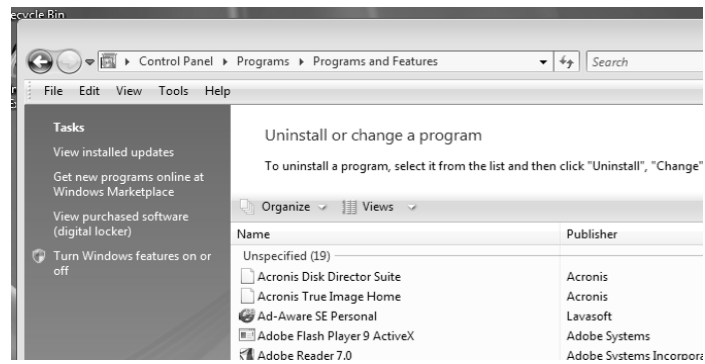
38

# Uninstall/Change Programs

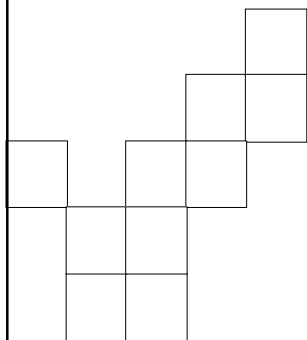
- Open Start Menu

- Type *prog*

- *Select Programs and Features*



39



## Transferring Files *Easy Transfer Utility*

If you are upgrading from an old computer, this is the tool used to copy settings and files to your new Vista computer



## Transferring Files -1

- You must copy the *Easy Transfer* program from Vista to your old computer
  - On the old computer, you can insert the Windows Vista DVD (run *Setup.exe*) and click *Transfer Files And Settings From Another Computer* on the opening screen).
  - If the installation disc isn't available, run the Easy Transfer Wizard on the new computer first.
    - Follow the prompts to copy the program to a USB flash drive, to a writable CD or DVD, or to an external hard disk
- *Easy Transfer* copy the data using:
  - a USB Flash Drive
  - A Recordable CD/DVD
  - A *Transfer* cable

41



## Transferring Files -2

- This Utility will transfer the following from your old computer:
  - My Documents Files and Folders
  - Email and Address Book/Contacts
  - Internet Settings and Favorites
  - Windows Settings and Options
  - User settings for most Microsoft Programs
    - NOT the programs

12/17/2008

42

## Transferring Files -3

- Non Microsoft Programs
  - Adobe
  - Mozilla
  - Quicken
  - Adaware & Spybot
  - Quick Time & Real Player & Winamp
  - Again, Settings only NOT the program
- You will need the install media (and licensing Info) to reinstall the software

12/17/2008

43

## System Recovery -1

- Insert your Vista Install DVD
  - Boot system
    - When requested, hit a key to boot from Install Disk
  - In first screen
    - Make sure language is English US. Click Next
  - On Second Screen
    - Select Repair your computer



## System Recovery -2

- Select Vista OS

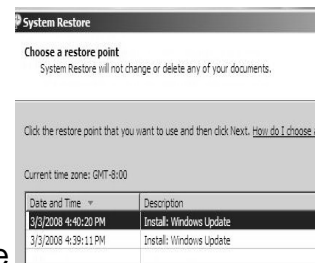


- Next Screen shows Repair Options



## System Recovery -3

- Startup Repair
  - Will automatically try to fix any problem which prevents the PC from booting
    - It will try to fix missing drivers
    - Missing /corrupt system files
    - Missing/corrupt boot settings
    - Corrupt registry settings
- System Restore
  - This will show you the existing restore points and allow you to restore to an earlier point in time





## System Recovery -4

- Windows Complete PC Restore
  - Will make/restore an *image* back up of your computer
- Windows Memory Diagnostic
  - Allows you to schedule a memory diagnostic the next time the system boots
- Command Prompt
  - This will drop you to a *DOS* prompt
  - Gives you direct access to the programs on the install DVD
    - For *Geeks* only!



## Shut Down

Tap Windows Key  
Tap Right Arrow key 3 Times  
Tap Enter  
Turn off Monitor  
Post Survey  
Give the coaches a big hand!