



Microsoft Vista (Basic)

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Before we start

- I am from New York and sometimes talk too fast.
 - If needed, please just tell me to slow down or repeat what I just said
- Please Close all open Windows
- Good Tutorial Sites:
 - <http://www.vista4beginners.com/tutorials>
 - <http://windows-vista-basics.classes.cnet.com>
 - <http://www.customguide.com/pdf/windows-quick-reference-vista.pdf>



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
 - The name of the button/item to select/click appears in *italics*.
- *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
- If you are having problems, raise your hand and a coach will help you.



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

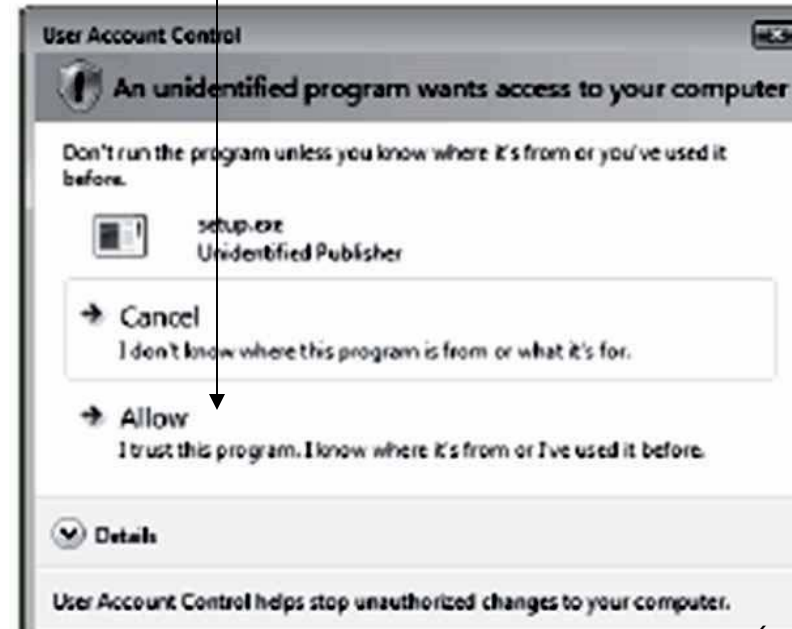


Start up – Welcome Screen

- If you wish to prevent this screen from showing every time you boot up
 - Uncheck *Run at Startup*
 - Bottom left
- As a beginner, you may want to keep it as it contains many valuable links
- For now, just close it
- Windows Help Site
<http://windowshelp.microsoft.com>

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/Allow*
 - If it appears at any other time, click *Cancel!*
- In this class, always select *Continue/Allow*





Downloading Handouts

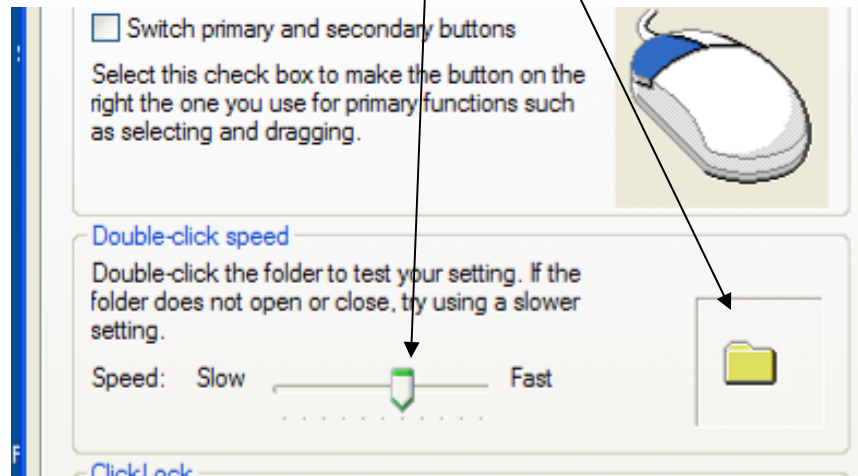
- Enter *SCSCC.COM* into the address bar of your browser
- Click on *Our Handouts* (Middle of the page)
- Click on *Seminars*
 - (bottom entry, right hand column)
- Right Click the seminar/class handout
 - Select *Save Target As*
 - Note where the file will be saved
 - Click *Save*

Having Troubles with Double Click?

Turn off your monitor!

Control Panel – Adjust Dbl Click Speed

- Click on the Microsoft Logo (Bottom Left Corner of Screen)
 - Type Mou (Do NOT hit enter)
 - Click on *Mouse*
 - This will open the *Control Panel* applet which lets you control how the mouse works
- Double click on yellow folder
 - If it does not open, move slider towards slow and try again



Using Vista Help

Don't be afraid to ask for help!

Turn off your monitor!



Using Vista Help

- Click on Windows Logo
- In the right hand pane, click on *Help & Support*
 - You will may get a popup asking *Do You Want to get the Latest Online Content ...?*
 - Here in class, to keep things simple, select No
 - At home, if you do NOT have a dialup connection, click *Yes*
 - You can change this later if you wish

Typical Home Help Screen

- Click on the "Book" to see the table of contents
 - You can think of *Help* as an online book





Active Help -1

- Windows help, however is more than a book and can actually run programs
- Enter Mouse in search box
 - Click search icon (or enter)
- On the next screen
 - Select *Change Mouse Settings*
 - Click on *To Change how Mouse Pointer Looks*
 - Click on *Click to Open Mouse Properties*
 - This will open the Mouse Control Panel Applet



Vista Gadgets – Turn off your Monitor

- Gadgets are those "things" on the right hand side of the screen
 - They are contained in what is called the *Sidebar*
 - You can add new ones
 - You can delete the one(s) you have
 - You can disable them from loading
 - You can prevent/allow other windows from overlaying them



Vista Gadgets – Properties

- If you wish to change the way *GADGETS* work
- Right Click on a blank area in the sidebar.
 - Select *Properties (or Personalize)*
 - You can enable/disable gadgets
 - This takes effect on the next boot
 - You can control if gadgets always show
 - *Sidebar is always on top*



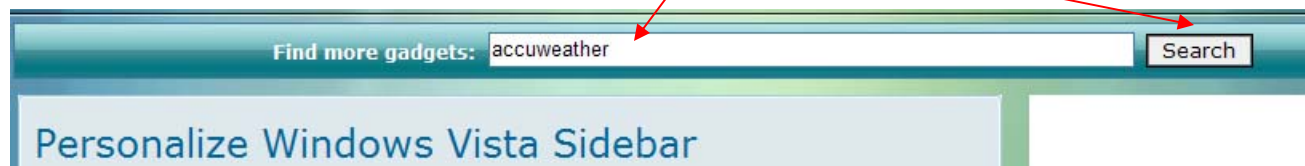
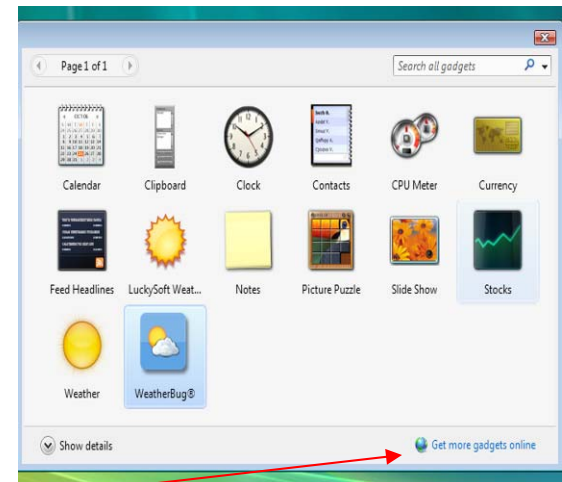
Vista Gadgets – Turn off your Monitor


Add New -1

- To add a new gadget
- Right Click on a blank area in the sidebar.
 - Select *Add Gadgets*
 - Type *weather*
 - Any gadgets, currently in the computer, which match the phrase *Weather*, will appear
 - **If AccuWeather already exists:**
 - Right Click on *AccuWeather*
 - Select *Uninstall*

Vista Gadgets – Add New -2

- If you have a fast internet connection, such as we have in the Classroom
 - To see what additional gadgets are available from the Microsoft Site
 - click *Get more gadgets online* (on the bottom right of the window)
 - Here in class we will add the *AccuWeather* gadget
 - Enter *AccuWeather* (**1 Word**) in the search bar (on top) and click on *Search*





Vista Gadgets – Add New -3

- Click on the *download* button (under the AccuWeather Icon)
- Click *Install* (*Scroll down if necessary*)
- When asked to *OPEN* or *SAVE* - Click *Open*
- When you get the *Security Warning*, click *Run* (*or Allow*)
- When you get the 2nd *Security Warning* Click *Install*
- Close All Open Windows

Vista Gadgets – Add New -4

- Go to the *AccuWeather* gadget

- Single Click on the Vertical Bar (under the *State College*)

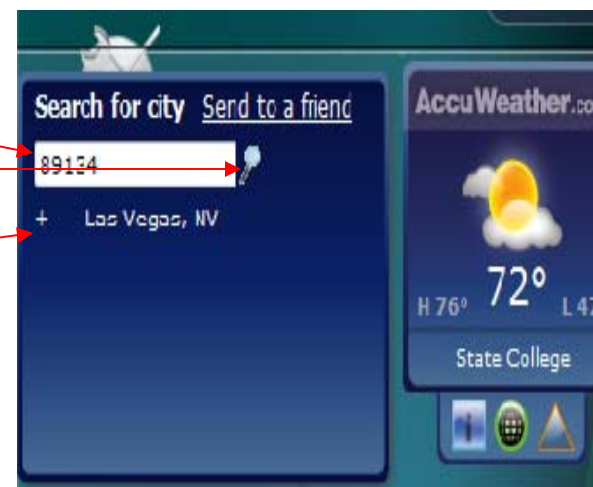
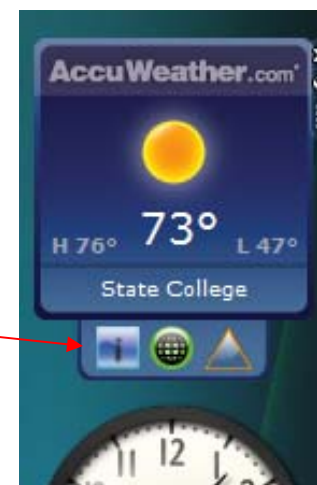
- To setup *AccuWeather*


- Backspace to delete the code there

- Enter our Zip Code (e.g. 89134)

- Click the little magnifying glass

- Click the *Plus Sign* next to *Las Vegas*





Vista Gadgets - Delete Gadget

- Move your mouse to the top and to the right of the *AccuWeather* gadget
 - Click on the "X"
 - The Gadget is deleted
 - Note that since you have downloaded it
 - If you try to *Add a new Gadget*
 - You will find *AccuWeather* already Listed
- Note: If you ever lose your *Sidebar*
 - Hold Down the Window key and Tap the Spacebar



Using The Start Menu Turn off your Monitor

- Click on Windows 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



The Right Click Menu - Turn off your Monitor

- The *Right Click Context* menu provides easy access to commonly used functions.
 - The menu is tailored to the operation you are performing at the time. For example:
 - Right Clicking on the desktop will result in one menu
 - Right Clicking on an icon ON the desktop will result in a different menu.



Right Click Menu -Desktop

- Close any Open Windows
- Right Click on a blank area of the Desktop
 - The items in this menu let you control how your desktop (and the icons on it) will look
 - **Do NOT click on the *NVIDIA* Icon!!!**
 - The Personalize selection lets you tailor the way the desktop looks
 - Screen Saver
 - Background Picture



Right Click Menu -Icons

- On the desktop, Right Click on the *Solitaire* Icon you created earlier
 - There are several items in this menu that are common to most right click menus
 - *Cut/Copy/Paste*
 - *Send To*
 - *Delete/Rename*
 - *Properties*
 - Allows you to view (and sometimes change) things about the selected item



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
 - A Special USB Transfer cable
 - An Ethernet Crossover Patch Cable



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 ALL the programs



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
- For further information go to <http://go.microsoft.com/?linkid=8152938>



Reference Material

The following material may be use to those of you whose skills are beyond basic. They will NOT be discussed during class



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

Shut Down

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