

# Intermediate Vista

## Lesson 1

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## Lesson 1 — Configuring Windows Vista

### *Introduction*

Windows Vista is a successor to all previous Windows systems. It comes in several versions: Home Basic, Home Premium and several business variations. This course addresses the Home Premium edition as it is the one most likely installed on home computers. All subjects covered here are applicable to the business versions as well.

### *“New” Features*

Many features of Vista will be familiar to users of predecessor versions, but it does feature a somewhat different user interface. Some of the new aspects of Vista are:

- A new look to the user interface.

- Newly updated versions of Internet Explorer and Outlook Express (now called Windows Mail).
- Significantly enhanced security features.
- Lots of new on-line help support.

### **Course Materials**

Lesson materials will be furnished to you on a self-loading CD. Please return the CD to the Computer Lab at your next lesson. Your instructor will demonstrate how to install and use the CD materials.

*NOTE 1: Throughout these lessons new terms that you need to understand are shown in **boldfaced italics**.*

### **The Welcome Screen**

After the computer boots up you may be presented with the Welcome Screen where users must “**logon**” to gain access to the computer. (If you are the only user it may proceed directly to your desktop screen.) In most cases there will be only one user; however, Vista is a multi-user system and you can setup “**user accounts**” for any number of users. Each user account is displayed on the welcome screen, and clicking on the desired account will load that person’s unique settings. Each account may, or may not, require a password.

The **Administrator Account** is the primary user account on each Vista machine. If you have only one account on your logon screen it is the Administrator. You can add or remove other user accounts at any time from the Administrator Account. The accounts can be set up with “Administrator” or “Standard” privileges. **Standard Accounts** cannot access other password protected user accounts. They can use most software and change system settings that do not affect other users or the security of the computer. The “Student” accounts on the lab computers are all the Standard type.

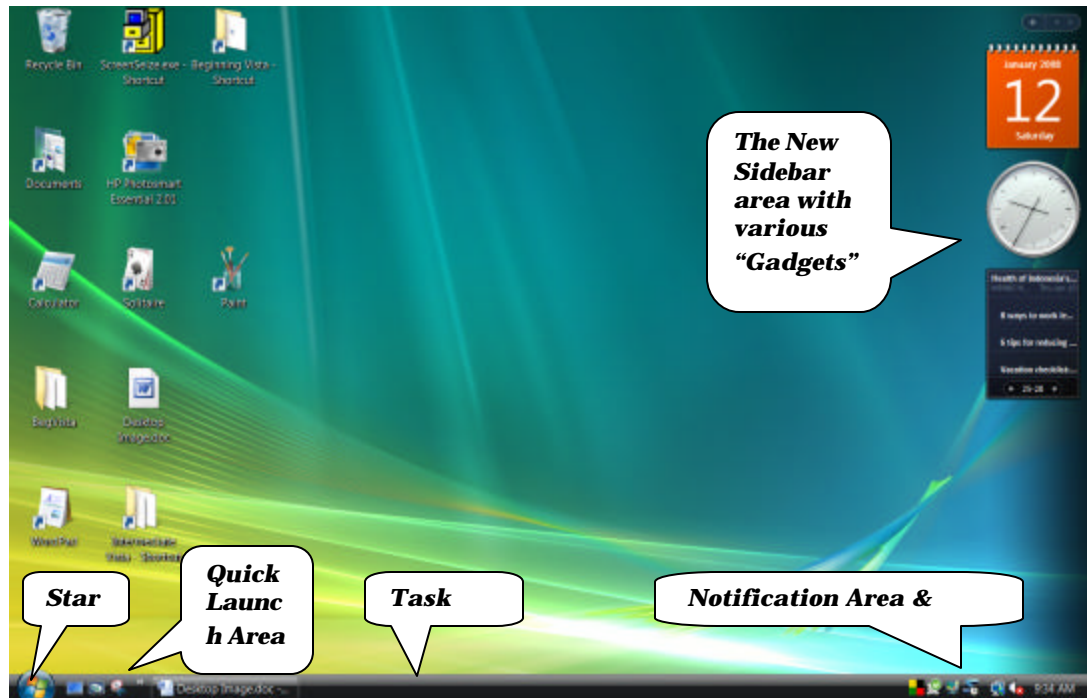
If you and/or your spouse are the only users on your computer, then you probably only need one administrator account, and it may not need to be password protected. However, if you let other people use your computer (grandkids for example), it would be a very good idea to password protect your administrator account and then open the built-in Guest account (or create another Standard account) for use by others. This prohibits others from accessing any of your files, and it puts limits on their ability to download and

install files that may unknowingly contain mischievous content or make changes that would affect system security.

As System administrator you can open the User Accounts window from within the Control Panel (accessed from the Start Menu) and then create or modify various user accounts. It is highly recommended that you password protect the administrator account on your home computer. However; REMEMBER the password — write it down and put it in a secure place.

### ***The Desktop***

The first screen displayed after logging in is the **“Desktop”**. Most desktops have a colorful background that can be changed to suit you. Other features such as text size and



background colors for standard windows and icons may also be set along with screen savers, monitor resolution, etc. Former XP users and even new Vista users will recognize the familiar layout. However, Vista has added an optional new feature called the “Sidebar” that resides along the right edge of the desktop and within which you may configure various “Gadgets”. The illustration shows a Calendar, Clock and a “Feed Headlines” gadget. The latter works when you are connected to the internet. Clicking on a headline opens a popup window with a news summary. For further information search for “Sidebar” in Help & Support option on the Start menu.

### **The Task Bar**

At the bottom of the screen is the **Task Bar**. It has a Start button at the left end and a clock at the right end. Next to the clock are several small icons in the

**Notification Area.** Most of these are associated with service programs that are loaded when the computer starts and they run in the background, e.g. Antivirus or printer status programs that continuously monitor operations. Pointing the mouse at an icon usually results in a **Tool Tip** popping up with an explanation of the function. In the following illustration the icons represent (in left to right order): “New updates are available”, “Open Office Quickstart”, “Antivirus update manager”, “HP digital imaging monitor”, “Windows Sidebar”, “Audio device (not present in this case)”, and the clock.



Your computer may have a somewhat different set depending on your particular configuration.

If enabled, a **Quick Launch** toolbar may appear next to the Start button. It can have icons with the same functions as those on the desktop, but they remain visible even when the screen is full, so you can start another program without reverting to the desktop or using the Start/All Programs feature. Notice that you only need a single click to activate.

When you start a program a **Task Button** appears in the central portion of the Task Bar. Windows is a multi-tasking operating system, so you can have several tasks, or programs, running at the same time. Each one will have a task button shown on the task bar.

### **Exercise 1 —Checking & Configuring Vista**

In this exercise we will concentrate on how to setup or configure your computer. Recommended setups are included based on your instructor’s experience; however, you can change your home computers as desired

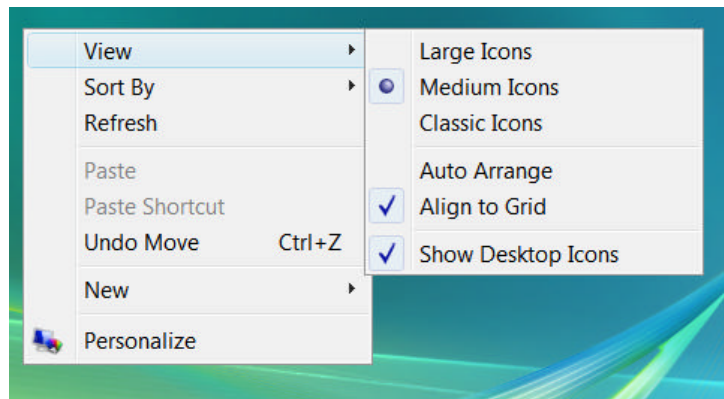
#### **Configuring the Desktop**

The Desktop is a very personal thing, and there are many ways to configure it. We will make some suggestions here regarding setup of your desktop and related features, but they are only our recommendations — you can set them up any way you please.

Your instructor will demonstrate how to create, delete, and arrange desktop icons. You can practice at your leisure. Next, right-click anywhere on an unused

part of the desktop. This opens up a **context sensitive** menu, which is a menu containing items applicable to the place where you right-clicked.

Clicking on a menu item such as “View” that has a small black arrow at the right edge will bring up another sub-menu out to the right as shown in the illustration. Check marks next to a menu item indicate that they have been selected. Clicking on them will toggle the check marks on and off. The recommended options are shown in the illustration. If the desktop icons are too small for you, click on “Large Icons”

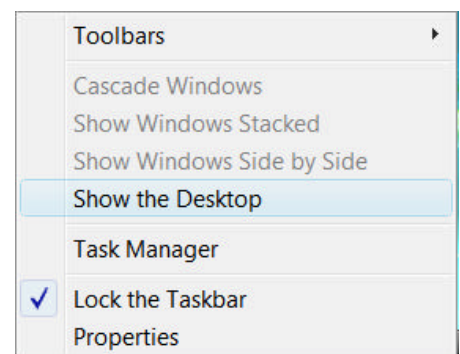


Next, click on the Personalize option to open a “Personalize appearance and sounds” window. Here you can select the desktop background, the screen saver, the style and colors of your Vista windows and the resolution of your monitor and several other options. You can also specify the font size used in various windows. Those with eye problems may want to select the larger fonts.

Your instructor will demonstrate the various settings controlled with this dialog box. When through, click on OK to exit the dialog box.

### Task Bar

Right-click somewhere in the empty part of the task bar to bring up the context sensitive menu illustrated here. If a check mark appears next to Lock the Toolbar, click on it to remove the lock. Now, try dragging the task bar to the top of the display. (This is known as **docking** the task bar). You can also drag it to either side. Return it to the bottom, open the menu again and click on Lock the Toolbar to prevent it from being moved in the future.



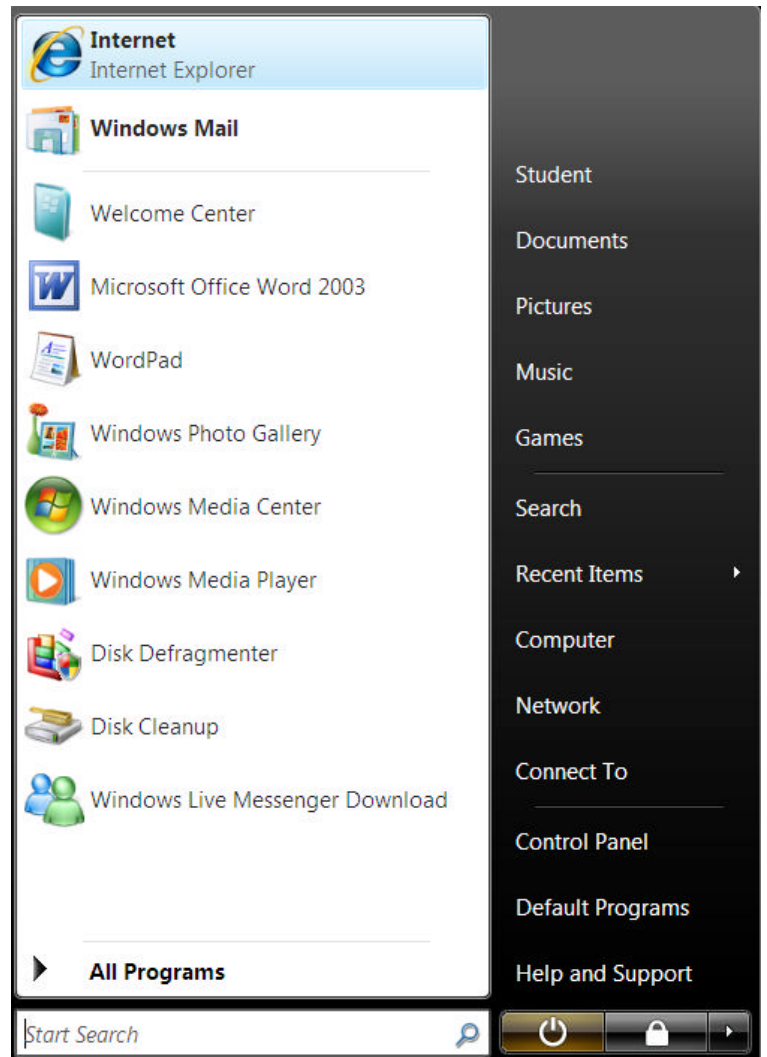
Open the menu again and click on Properties. You are presented with a **Dialog Box** where you can select several features of the task bar and the Start menu. Auto-hide will hide the task bar until you move the mouse to the edge of the screen where the Task Bar is located. This leaves more room on the screen for

other applications. If you do not want the “Auto-hide” feature then uncheck the box and the task bar will always appear on the screen. You may explore other properties of the Task Bar at your leisure. Before exiting the task bar menu be sure to turn the lock feature on.

## Start Menu

Open the Start Menu and notice the following features. The left “pane” contains a list of programs that you can run by simply clicking once on them. The upper two items (Internet and E-mail) are fixed, but the others reflect your most recently used programs. The right hand (black) pane contains a list of available folders. The first one is current user’s folder -- remember, you can have more than one user -- and below is a list of places (or “folders”) you may access within the current users account. Illustrated is the default list of folders for the “Student” account.

You may use the default folders, but you may also add and delete folders, add sub-folders within folders, change folder names, etc. Most users start with the default list and build their file structure from there.



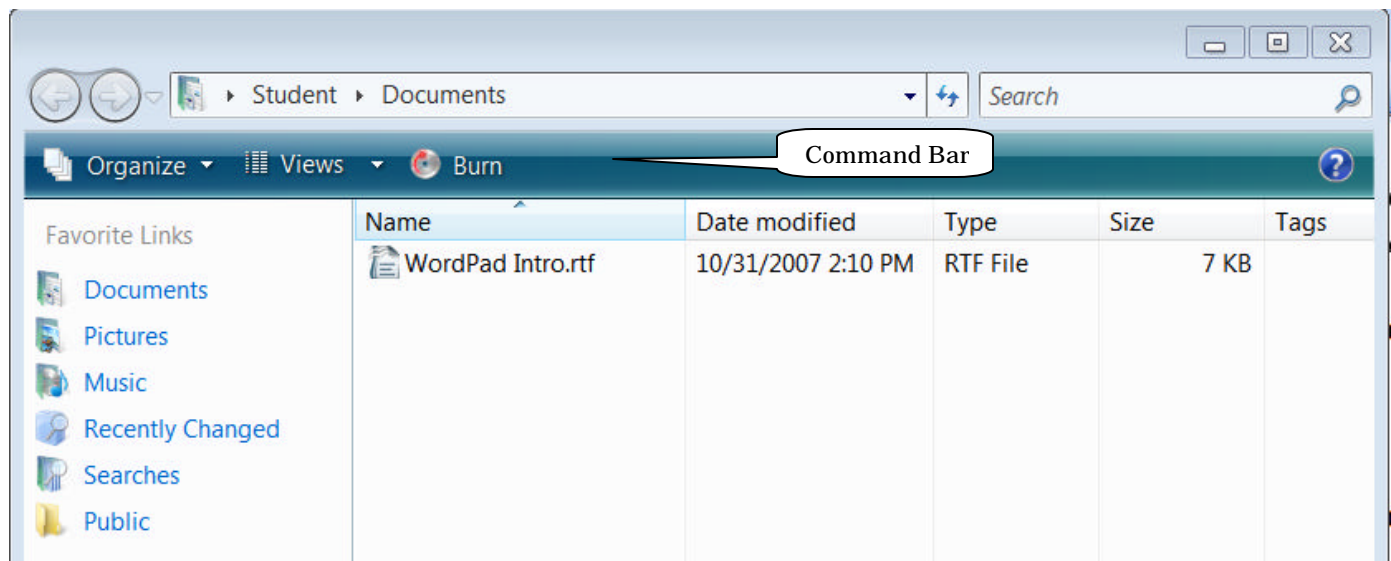
Click on Student and observe the list of folders currently residing within the Student’s account. Most of these also appear on the Start menu list. Close Student, return to the Start Menu and open the Documents folder.

## Folder Options

Each folder appears in its own Window. Although not shown in the Title Bar, this is the Windows Explorer program. There are several options as to how

folder contents are displayed. The following illustration shows a typical Students Document folder (in this case with only one file in the folder). The Address Bar at the top shows the location of the files and/or folders displayed in the main window. In this case you are looking at the Documents folder which is a sub-folder within the Students folder.

The left pane has quick links to other folders or items whereas the right pane shows the contents of the current folder. At the Command bar click on Views and it will change the main window to a different view. Click on the Views down-arrow and you can explore all the various ways that the folder contents may be displayed.



Click on the “Organize” button and select Layout. A small menu will appear with the following options.

- Menu Bar – Turns on the older Menu bar.
- Details Pane – Turns on a “pane” at the bottom of the window that provides detailed information on any file or folder that has been selected.
- Preview Pane – Opens a pane along the right side that displays a preview of the contents of a selected file.
- Navigation Pane (Favorite Links) – Opens a pane along the left side (as shown above) with links to various favorite folders.



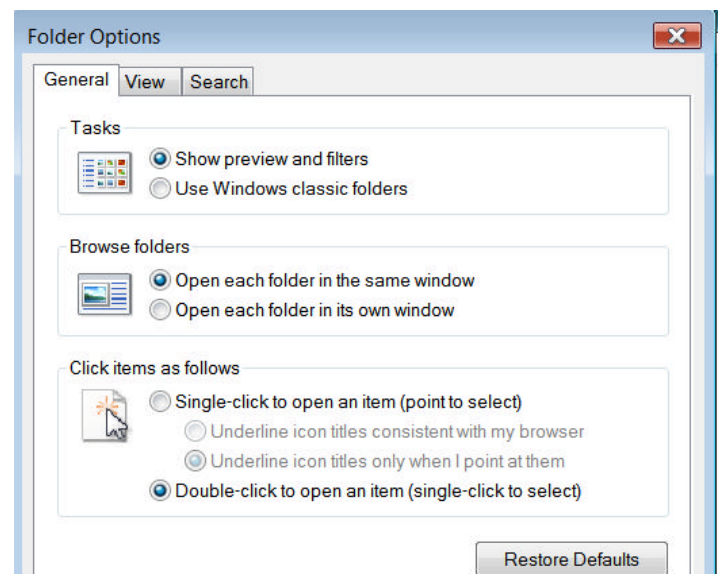
Click on the “Organize” button on the Command bar and select “Folder and search options.” This will open the “Folder options” dialog box. Recommended settings under the General tab are illustrated below. Notice that “Double-click” is the default option for opening an item, but “Single-click” is another option. The following table illustrates the differences between Double and Single clicking. Here you may select your preferred method.

<b>Function</b>	<b>Double Click</b>	<b>Single Click</b>
<b>Select (or highlight) a folder, file or program.</b>	Single click.	Point at the item.
<b>Open a folder or file or run program.</b>	Double click.	Single click.

In the Folder Options dialog box select the View tab and make sure the “Hide extensions for known file types” box is NOT checked. You may configure the Views to your liking, but the default settings are usually quite acceptable.

### Search

Vista has incorporated a sophisticated new search facility within each Explorer window. If, for example, you open an Explorer window with many files, but you are interested in one with the file name “something.doc”. Go to the Search box and start typing “s”. You will find that files starting with “s” appear at the top of the list. If you type “so” files starting with “so” appear at the top, etc. It is a very rapid way to locate a file. The search facility will even find files containing a word that you enter into the Search box. So if you forget the file name, but you remember a unique word used in that file you can rapidly find the file.



## File Type Associations

You may already be aware that the computer somehow “knows” which program to use when you open a file. For example, when you click (or double click) on a Word file, the computer “knows” to start the Word program and then open and display the selected document. When you save a file the computer tacks a **file extension** on the end of the file name. For example, when you save a Word file with the name “Letter to Jane” the computer automatically adds the “.doc” extension, so the actual name becomes “Letter to Jane.doc”. The next time you click on “Letter to Jane” the computer associates the .doc extension with the Word program. Vista has a set of default **File associations**, but they may be changed to suit your purposes.

With the Documents folder open Right-click on the file “WordPad Intro.rtf” then point to “Open with” on the popup menu. Notice that a sub-menu opens listing several programs that could be used to open this file. On the Student computers the .rtf extension (Rich Text Format) has been associated with the program WordPad. Click on “Choose default program” and a window will open where you may associate a particular program with that extension. To permanently set a file association make sure that the “Always use this program ....” box is checked then click on OK. The program file association will then be set.

## Desktop Shortcuts

Clicking on a desktop shortcut (icon) runs the associated program in its own window. Most times windows do not open up maximized. If you want a window to open maximized try right-clicking on the icon and select Properties. You can then select one of three options for opening the window: Normal, Minimize, or Maximize. Select Maximize and the program will always open with the window maximized. Note that not all desktop icons have this feature available.

Finally, close all windows and return to the Desktop.

## Install Lesson Materials from a CD

Your instructor will provide you with a blank compact disk (CD) and we will first explore how to write files to a CD. This is commonly called “Burning” a CD because the process uses a laser beam to literally burn small spots on the CD’s recording surface. Here is the process:

1. Click on Start and then select Student.

2. Open the Student's Downloads folder and then open the IntVistaCD folder.
3. Hold the Ctrl key down and type an A. This will select all the files in the IntVistaCD folder.
4. At the Command Bar, click on Burn. When it asks you to insert a disk the CD drawer will open. Insert a blank disk and gently push on the door to close it. Wait while the files are copied to the disk.
5. When the copy is finished, press the button on the CD drive and then wait for the computer to complete writing on the disk. At that point the drawer should open.
6. Remove and label the CD.

The disk will contain copies of all your lesson materials and you may take it home and install it on your computer. You will also receive printed instructions for installing the CD at home. But first, put the disk back in the CD drive and practice installing it by following the instructions. Notice that you do not have to proceed with loading the Adobe Acrobat Reader program as it is already installed on the lab computers. Once you have installed the lesson materials do the following.

1. At the desktop double click on the IntVista folder to reveal its contents.
2. Double click on the first lesson.
3. Refer to the illustration in the Installation Instructions and if the window does not completely fill the screen click on the "Maximize" button.
4. Use the wheel on the mouse to scroll the lesson up and down.
5. Close the window.

### ***Review & Homework***

In the course of the above exercise you have used a feature that applies throughout Vista, i.e. the context-sensitive menu that appears when you right-click the mouse. As you have seen, right-clicking brings up a small menu with options pertinent to the area the mouse pointer was in when you right-clicked. This technique works not only with the Desktop and Task Bar, but with E-mail, Internet, word processing, and most other applications. So don't hesitate to try

right-clicking anywhere it may be useful. These features will be explored further in subsequent lessons.

Explore the various folders listed on the Start menu such as Pictures, Music, Games, Recent Items, etc. Some of them have sample files and/or folders that come with Vista. Don't hesitate to open them up and explore further. Notice that after opening a sub-folder you can click on the left-pointing arrow at the top of the window to go back to the previous folder.

- ÿ Use the CD and instructions provided by your instructor to install lesson materials on your computer.
- ÿ Open and review Lesson 1.
- ÿ Read through Lesson 2.