

# Windows Vista: Basic

## Topic-Level Outline

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**Days:** 1

**Prerequisites:** Experience using a personal computer, keyboard, and mouse

**Unit 1: Windows Vista environment**

**Topic A:** The Windows Vista desktop

**Topic B:** The taskbar and Start menu

**Topic C:** Window management

**Topic D:** Windows Help and Support

**Unit 2: Folders and Gadgets**

**Topic A:** Folders

**Topic B:** Sidebar and Gadgets

**Unit 3: Content management**

**Topic A:** Files and folders

**Topic B:** Content searches

**Unit 4: Customization**

**Topic A:** The desktop and Start menu

**Topic B:** System settings

**Unit 5: Internet Explorer and multimedia**

**Topic A:** Web browsing

**Topic B:** Customization

**Topic C:** Multimedia content