

# Introduction to Windows Vista

U.C. Berkeley Haas School of Business

**academyX**  
expert computer training  
[www.academyx.com](http://www.academyx.com)

**NISHIKAI**  
CONSULTING  
Training • Design • Technology  
[www.nishikai.com](http://www.nishikai.com)



## Table of Contents

<b>I.</b>	<b>HAAS COMPUTER SERVICES POLICY .....</b>	<b>1</b>
<b>II.</b>	<b>COURSE OVERVIEW AND RESOURCES .....</b>	<b>2</b>
<b>III.</b>	<b>USING THE DESKTOP.....</b>	<b>3</b>
<b>IV.</b>	<b>MANAGING FOLDER WINDOWS .....</b>	<b>9</b>
<b>V.</b>	<b>SAVING FILES.....</b>	<b>13</b>
<b>VI.</b>	<b>SEARCHING FOR FILES AND FOLDERS .....</b>	<b>14</b>
<b>VII.</b>	<b>USING THE CONTROL PANEL AND PERSONALIZATION FEATURES .....</b>	<b>19</b>
<b>VIII.</b>	<b>GETTING HELP .....</b>	<b>23</b>
<b>IX.</b>	<b>TROUBLESHOOTING .....</b>	<b>31</b>

Written by Helen Nishikai • Nishikai Consulting, Oakland, CA.

Nishikai Consulting gives permission to the Haas School of Business of the University of California at Berkeley to reprint this training manual for internal use only. No re-sale of this material or renunciation of copyrights are granted by this author.

Any mention or use of Microsoft®, University of California, or any third party products is hereby acknowledged by Nishikai Consulting to be for the sole purpose of editorial and educational use of this training manual and for the benefit of the mentioned parties.



## I. Haas Computer Services Policy

As part of the internal audit process for IT that the campus conducted last Fall, auditors discovered some security vulnerabilities and some risks that require Haas Computing Services (HCS) to mitigate. The University Policy for connecting devices to the University network infrastructure requires a Department's staff and faculty to have HCS review and approve the connection of any device to the University network infrastructure before the device is connected. Call the HCS helpdesk at 510-642-0434 for an appointment or more information. Laptops using AirBears, the campus wireless system, are exempt.

## II. Course Overview and Resources

### A. Overview

The objective of this course is to learn how to use basic functions in Windows Vista. This course is meant for computer users who have used a previous version of Windows and would like to learn what's new in the new version.

### B. What's New in Windows Vista

What most computer users notice when they first use Windows Vista is the new desktop and interface, including the Sidebar, Instant Search and Windows Flip3D. Also, there are several new security and multimedia features. We'll explore the basic interface changes in this training.



### C. Resources

For additional information about Windows Vista, see:

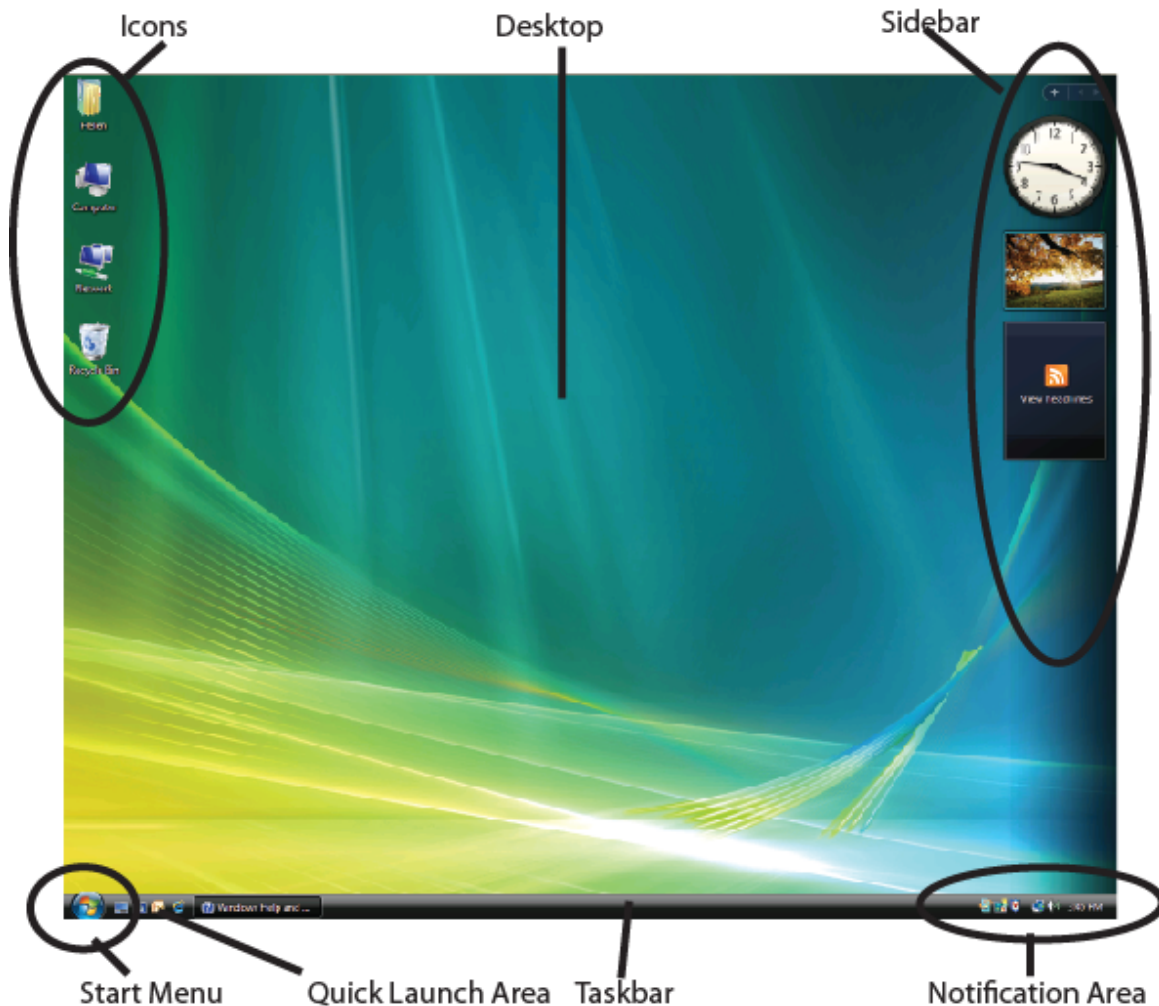
- <http://www.microsoft.com/windows/windows-vista/>  
Official website about Microsoft Windows Vista.

### III. Using the Desktop

Many functions in Windows Vista haven't changed from previous versions of the Windows operating system. For example, you will still see icons to represent your files and folders, you can double-click to open objects, you can drag objects around using your mouse pointer, and you can right-click objects to see context-sensitive menus. However, the look and feel have changed, sometimes significantly.

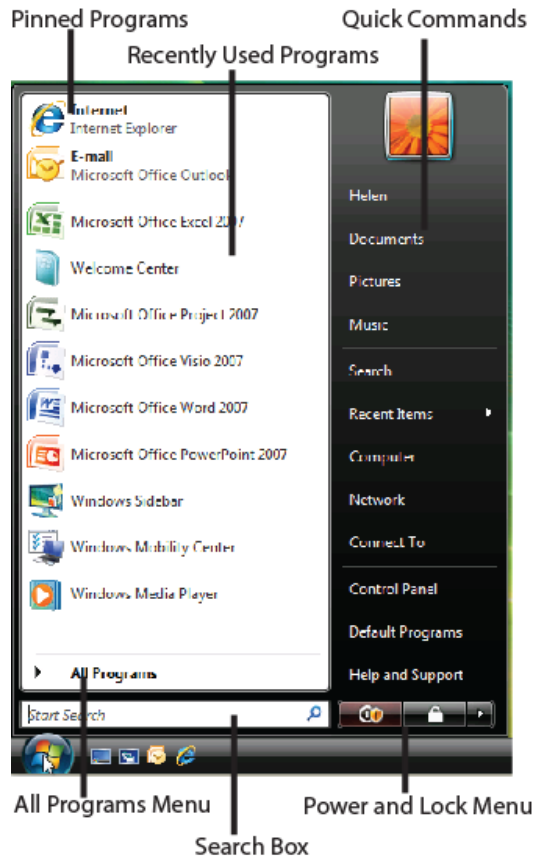
#### A. Parts of the Desktop

The main parts of the desktop have not changed. Some significant changes are the Sidebar and the organization of the Start Menu.



**B. Using the Start Menu**

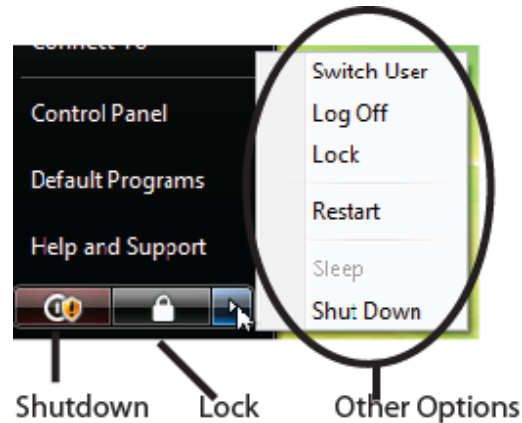
1. Click the Start Menu button in the lower left of the desktop.
2. Then, click the command that you would like to perform.



<b>Pinned Programs</b>	Your list of frequently used programs. To pin a program, right-click the program in the Recently Used Programs list and select Pin to Start Menu.
<b>Recently Used Programs</b>	Your list of recently used programs on this machine.
<b>Quick Commands</b>	A list of common areas to display, such as the Documents folder or the Control Panels.
<b>All Programs Menu</b>	A menu that displays a complete list of programs on this computer.
<b>Search Box</b>	A field to enter file names for searching.
<b>Power and Lock Menu</b>	Buttons for shut down, lock user, and restart.

### C. Power and Lock Buttons

To shutdown your computer, you have several options in the Start Menu:



### D. Quick Launch Area

- To add a program to the Quick Launch Area, right-click the program in the Start Menu and select **Add to Quick Launch**.
- To remove a program from the Quick Launch Area, right-click the icon in the Quick Launch Area and select **Delete**.

Note: You may need to expand the Quick Launch Area to show all your icons by dragging the left or right border of the area. If the border is not displayed, your Taskbar may be locked. Unlock the Taskbar by right-clicking the Taskbar and selecting **Lock the Taskbar** to remove the checkmark.

### E. Sidebar and Gadgets

The Sidebar contains small productivity programs called Gadgets on the right side of the desktop.

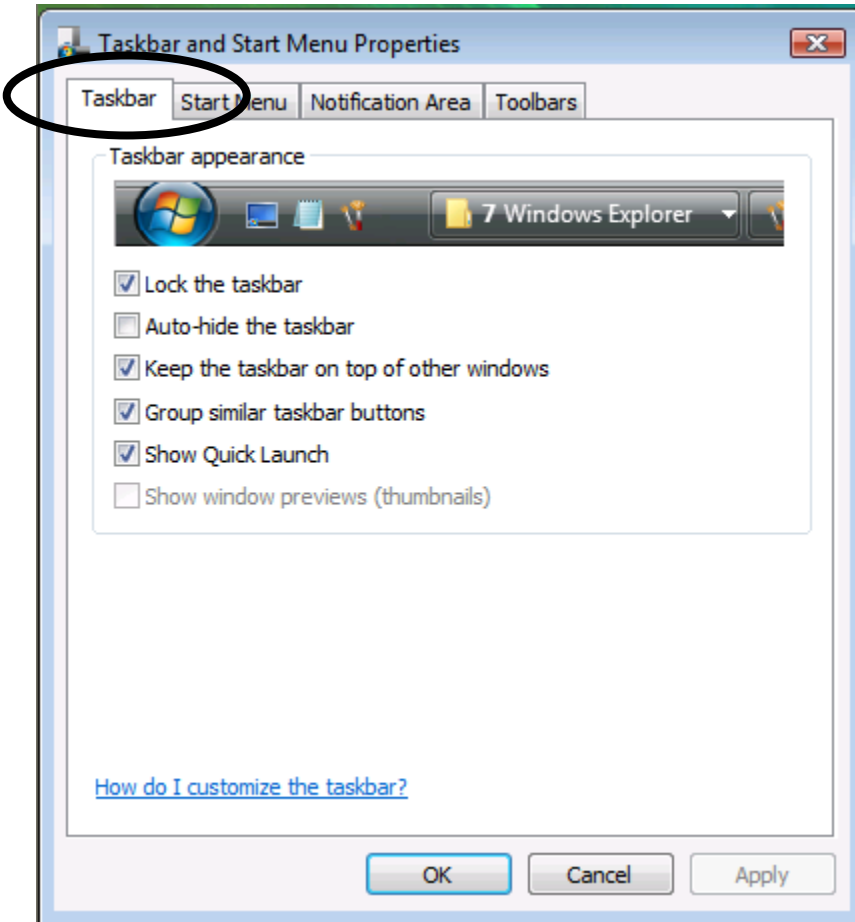
- To close the Sidebar, right-click the Sidebar area and click **Close Sidebar**.
- To open the Sidebar again, click the Sidebar icon in the Notification area of the Taskbar, or go to **Start Menu → All Programs → Accessories → Windows Sidebar**.
- To modify an existing Gadget, right-click the Gadget and select **Options**.
- To close an existing Gadget, right-click the Gadget and select **Close Gadget**.
- To move a Gadget, drag the Gadget up or down in the Sidebar.
- To undock a Gadget, drag it anywhere onto your desktop.
- To add a new Gadget, right-click the Sidebar and select **Add Gadgets**.
- To change options for the Sidebar, right-click the Sidebar and select **Properties**.

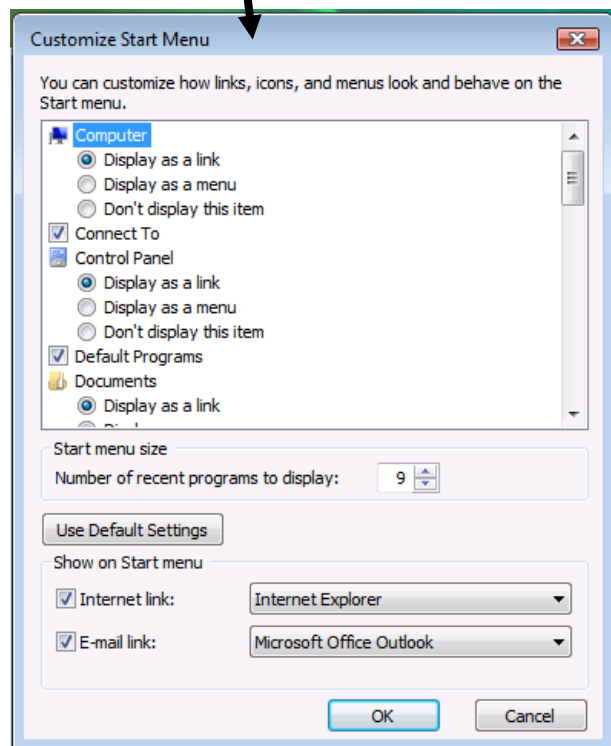
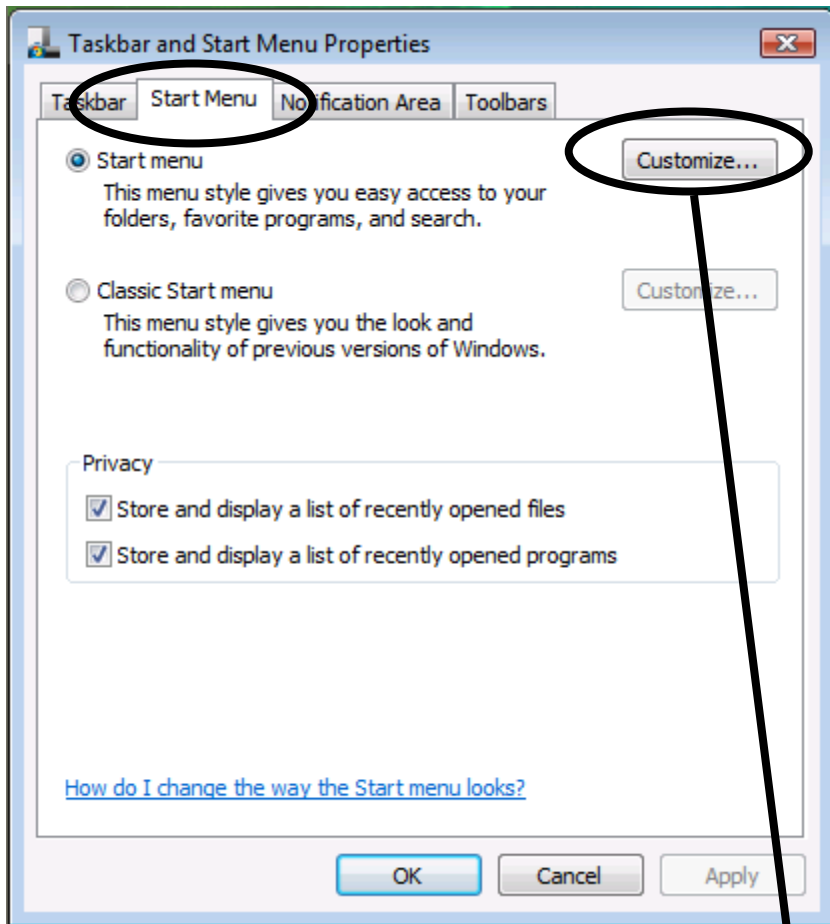


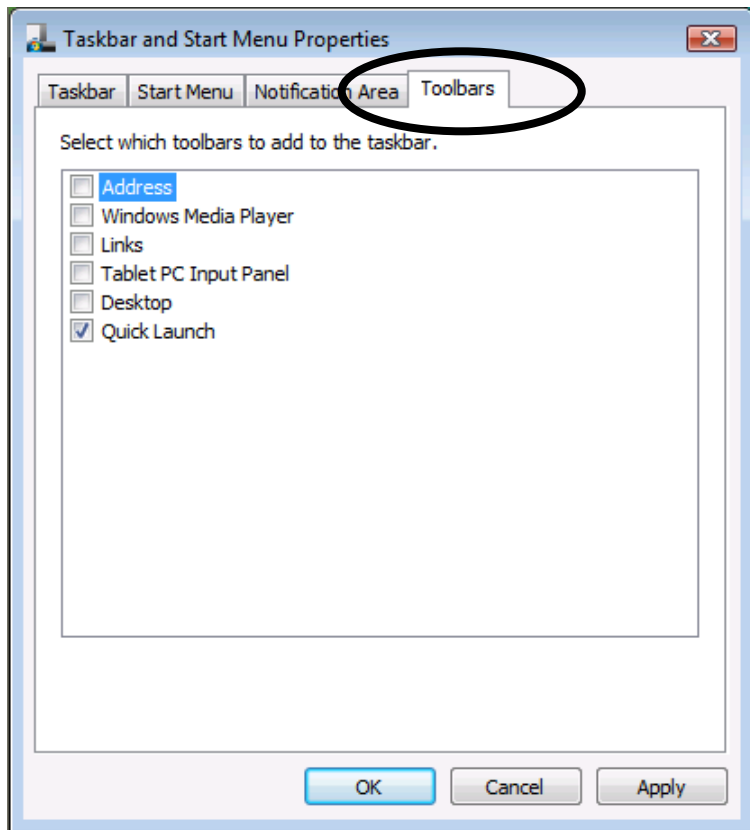
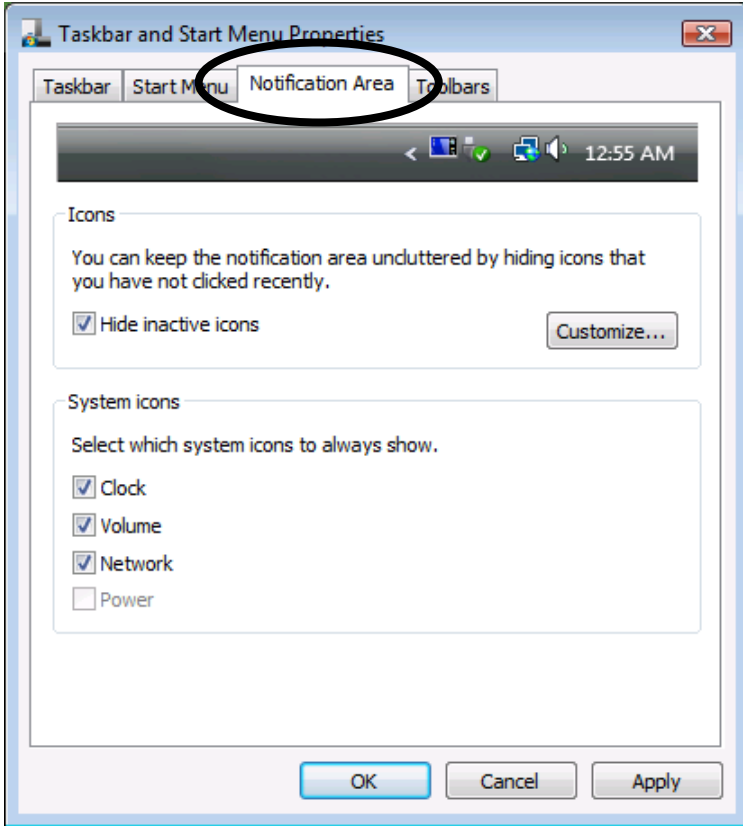
## F. Changing the Taskbar and Start Menu

Similar to earlier versions of Windows, you can also modify the properties of the Taskbar and Start Menu.

1. Right-click the Taskbar and select **Properties**. Then, click the tab at the top for Taskbar, Start Menu, Notification Area, and Toolbars options.



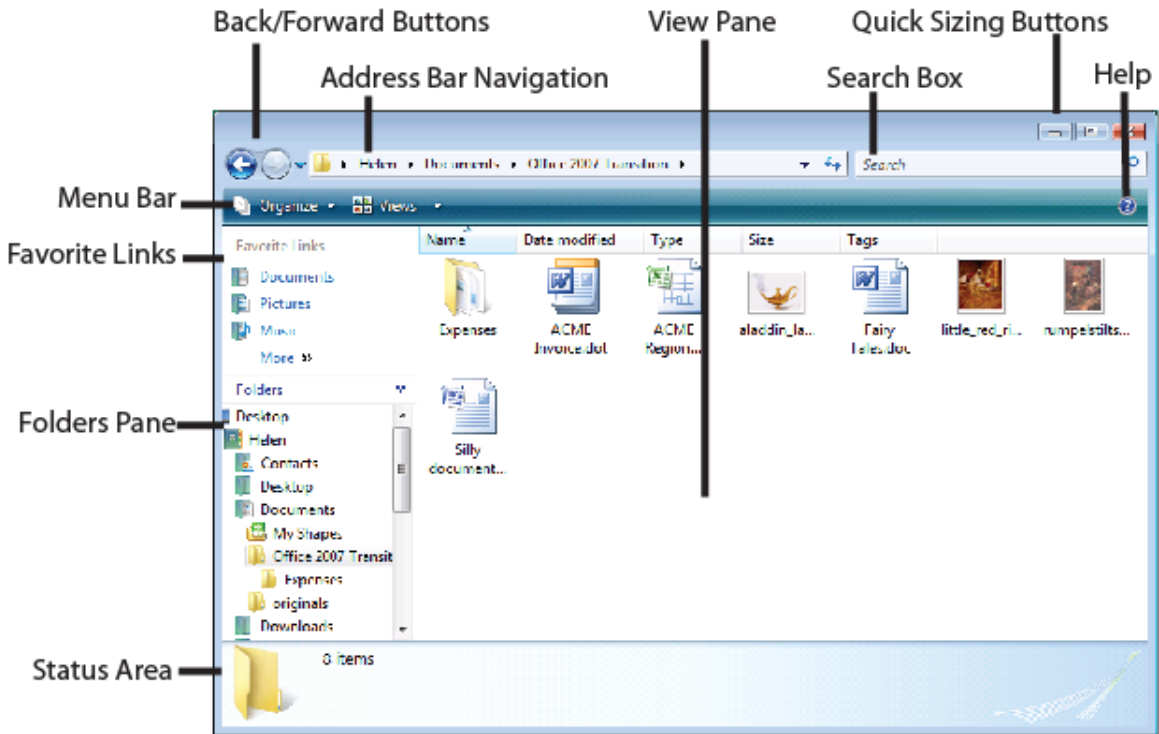




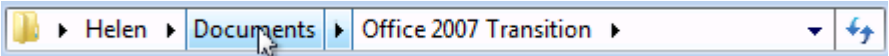





## IV. Managing Folder Windows

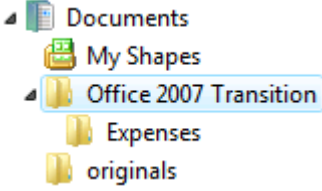
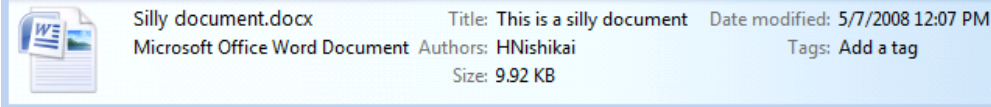
When you double-click a folder icon to view the contents, the folder opens in a window using a program called Windows Explorer.

### A. Parts of a Windows Explorer window



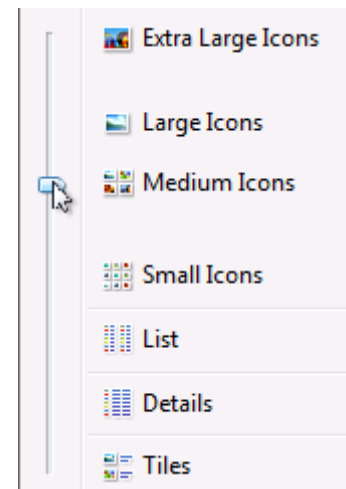
<p><b>Back/Forward Buttons</b></p>	<p>Takes you back to the previous folder that you were viewing. The drop-down button on the right displays a list of those recent folders.</p>	<p>The image shows a close-up of the Back/Forward buttons in the address bar. The Forward button is highlighted, and a list of recent folders is displayed to its right:</p> <ul style="list-style-type: none"> <li>Office 2007 Transition</li> <li>Expenses</li> <li>Office 2007 Transition</li> <li>Documents</li> <li>Contacts</li> </ul>
------------------------------------	--	--

<b>Address Bar Navigation</b>	<p>Displays the location of your current folder.</p> <ul style="list-style-type: none"> <li>To navigate to one of the folders in your file path, click the name of that folder in the address bar.</li> </ul>  <ul style="list-style-type: none"> <li>To navigate to other folders in that folder, click the drop-down button next to the folder listed in the address bar.</li> </ul> 
<b>View Pane</b>	<p>Displays the contents of the folder.</p>
<b>Search Box</b>	<p>Searches for files or folders.</p> 
<b>Quick Sizing Button</b>	<p>Minimizes, maximizes or closes the window.</p>  <ul style="list-style-type: none"> <li>To resize the window itself, drag a border or corner.</li> </ul>
<b>Help Button</b>	<p>Opens the Vista help system.</p> 
<b>Menu Bar</b>	<p>Click the drop-down arrows to see the commands that you can perform on the current object. The menus will change depending on what you have selected.</p> 
<b>Favorite Links</b>	<p>Displays a list of folders that have been designated "favorites."</p> <ul style="list-style-type: none"> <li>To add a folder to the Favorite Links area, drag the folder icon into the area.</li> <li>To remove a folder, right-click the folder in the Favorite Links area and select <b>Remove Link</b>.</li> </ul>

<b>Folders Pane</b>	<p>Displays the hierarchy of folders in your computer.</p> <ul style="list-style-type: none"> <li>To expand or hide subfolders, double-click the parent folder name or click the triangle to the left of the folder name.</li> </ul> 
<b>Status Area</b>	<p>Displays status information about the object currently selected.</p> 

## B. Changing the Folder View

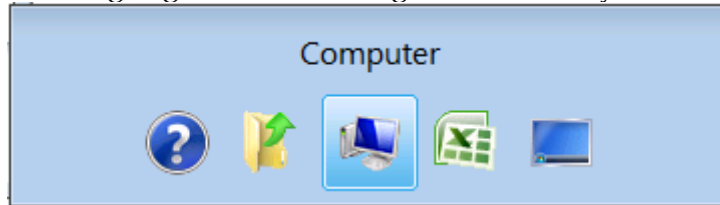
- To change the view of the objects in the folder window, click the Views menu button to switch among the various views.
- To select a specific view, click the drop-down arrows next to the Views menu button and select a view. You can use the slider to change icon size.



### C. Flipping Between Windows

The Flip command lets you move between open windows by using a keyboard command instead of using your mouse. 3-D Flip is available if your Windows Vista version includes the Windows Aero interface.

- To use the regular Flip command, press **Alt** on the keyboard and tap the **Tab** key. Keep the **Alt** key held down, and press **Tab** until the icon for the window that you want is highlighted. Then, let go of the **Alt** key.



- To keep the Flip selection window open longer, press **Ctrl-Alt-Tab**. The window will stay open until you select an icon.
- To use the Windows Aero interface for 3-D flip, click the Switch Between Windows button in the Quick Launch Area of the Task bar, or press **Alt-Tab**. Then, click a window or press one of the arrow keys until the window that you want is on top.

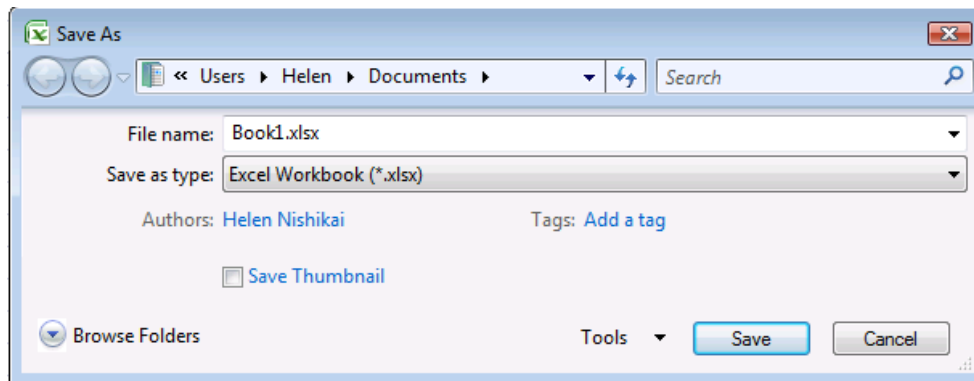


## V. Saving Files

When you save a file in Windows Vista, the Save As dialog box can be displayed with or without folders.

### A. The Save As dialog box without Folders

If you try to save a file and the Save As dialog box looks very minimal, then the folder display has been turned off. You can still name your file, select a file type, and navigate through the Address Bar at the top of the dialog box.

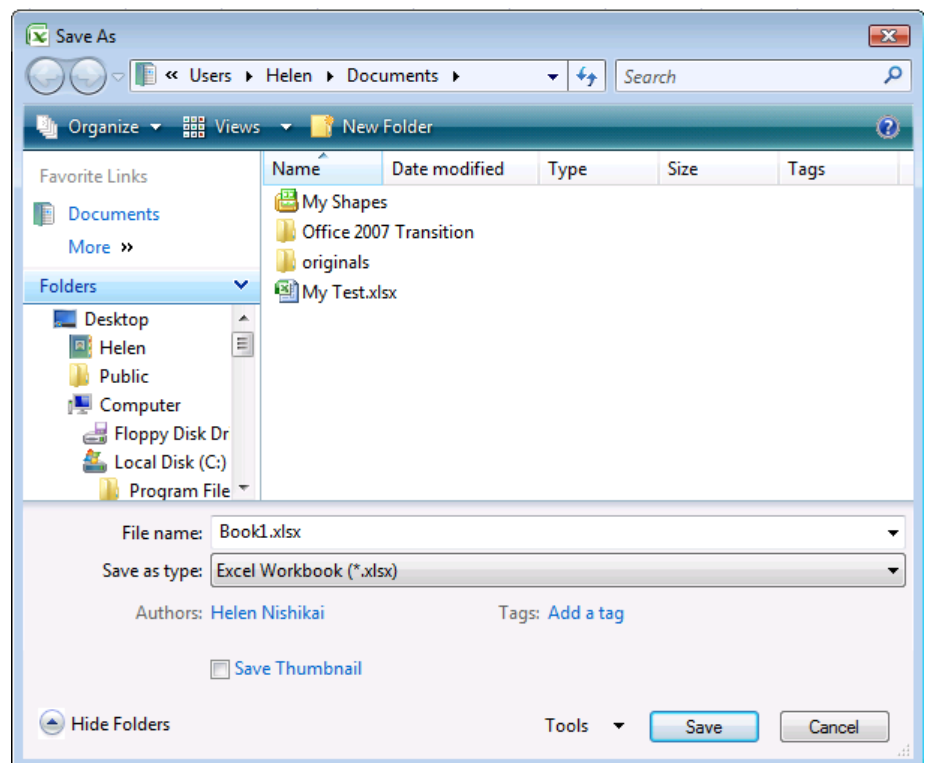


- To display the folders, click the **Browse Folders** button.

### B. The Save As dialog box with Folders

If the Save As dialog box displays the folders interface, you can easily navigate to any folder in your computer using the Address Bar, Favorite Links, Folder Pane, or View Pane. You can Organize, change Views, and create a New Folder using the menu bar.

- To hide the folders, click the **Hide Folders** button.



## VI. Searching for Files and Folders

There are new several methods to search for files and folders in your computer.

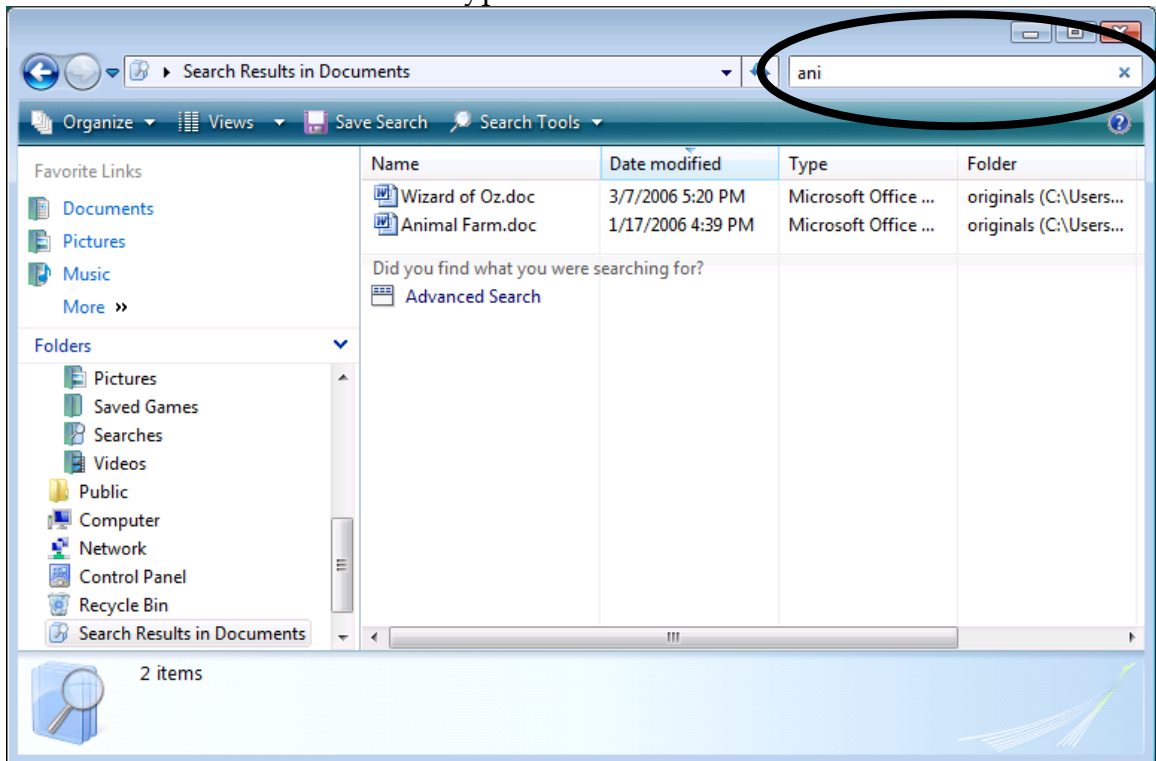
### A. Searching inside a Certain Folder

If you know that your file is somewhere inside a certain folder, whether it's at the top level of the folder or inside a subfolder, you can use the Instant Search function.

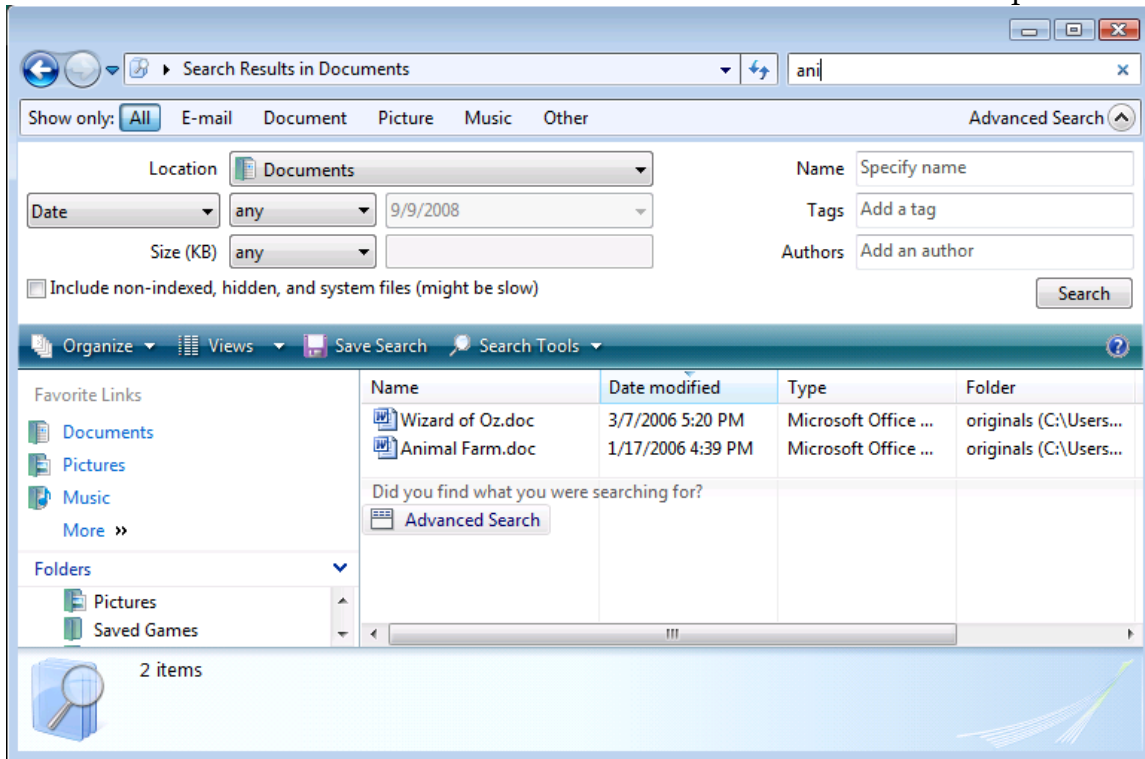
1. Open the folder that you want to search through.
2. In the Search box, start typing part of the file name.



3. As you type, the View Pane will display a filtered result set of all the files in that folder which match the typed text.



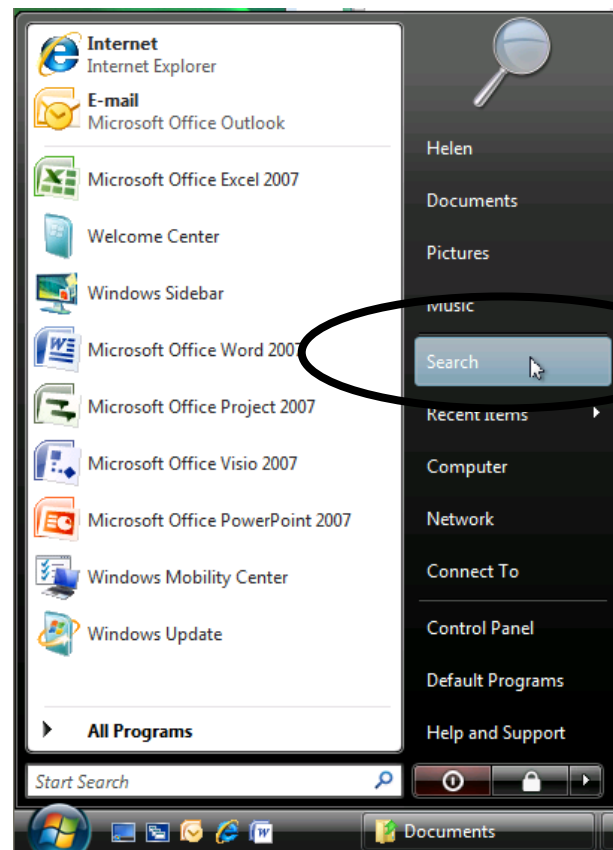
4. If you don't find the file that you're looking for, you might have the wrong name. You can click the **Advanced Search** link to select other search options.



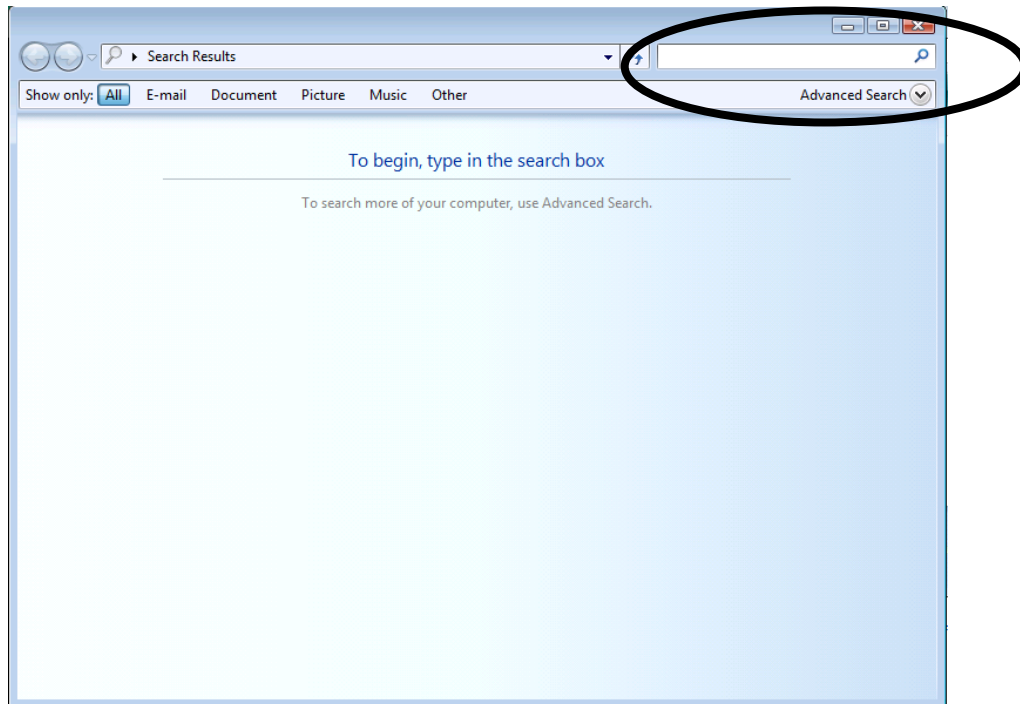
## B. Using the Search Box

If you don't remember the folder location of your file, you can use the Search Box to search through Indexed Locations or the entire hard drive. Indexed Locations is a set of commonly-used locations such as your personal folders (Documents, Pictures, Music, Desktop, etc.), e-mail, and offline files.

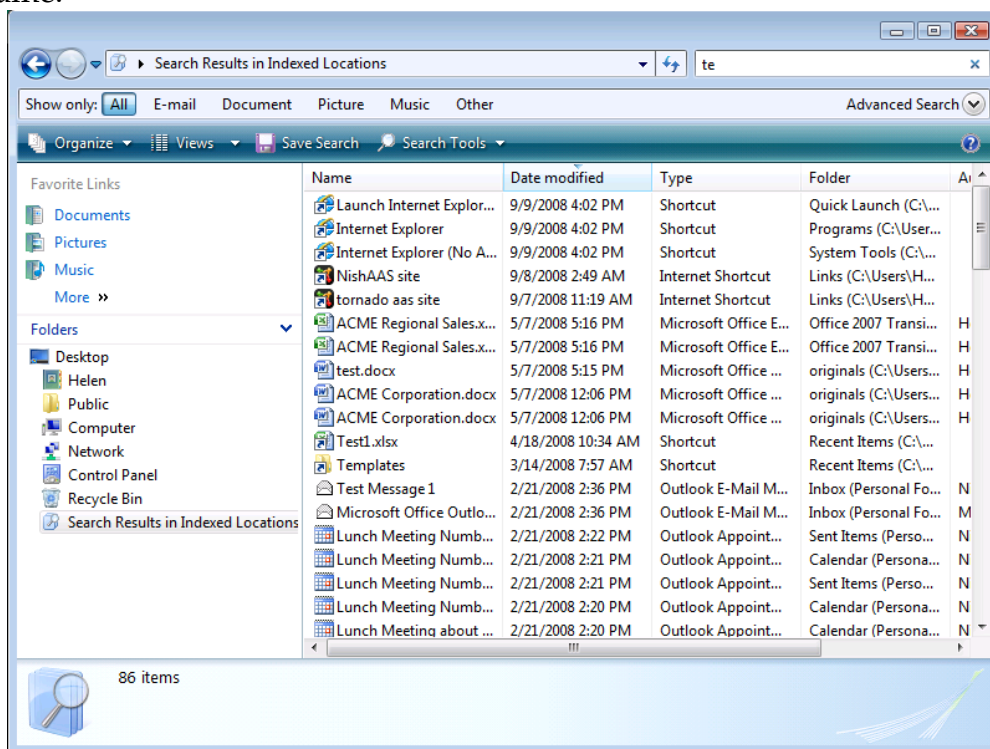
1. Click the Start Menu button, and select **Search**.



2. In the Search Results dialog box, type a part of your file name in the Search box.



3. As you type, the Search Results will display a list of files that match your file name.

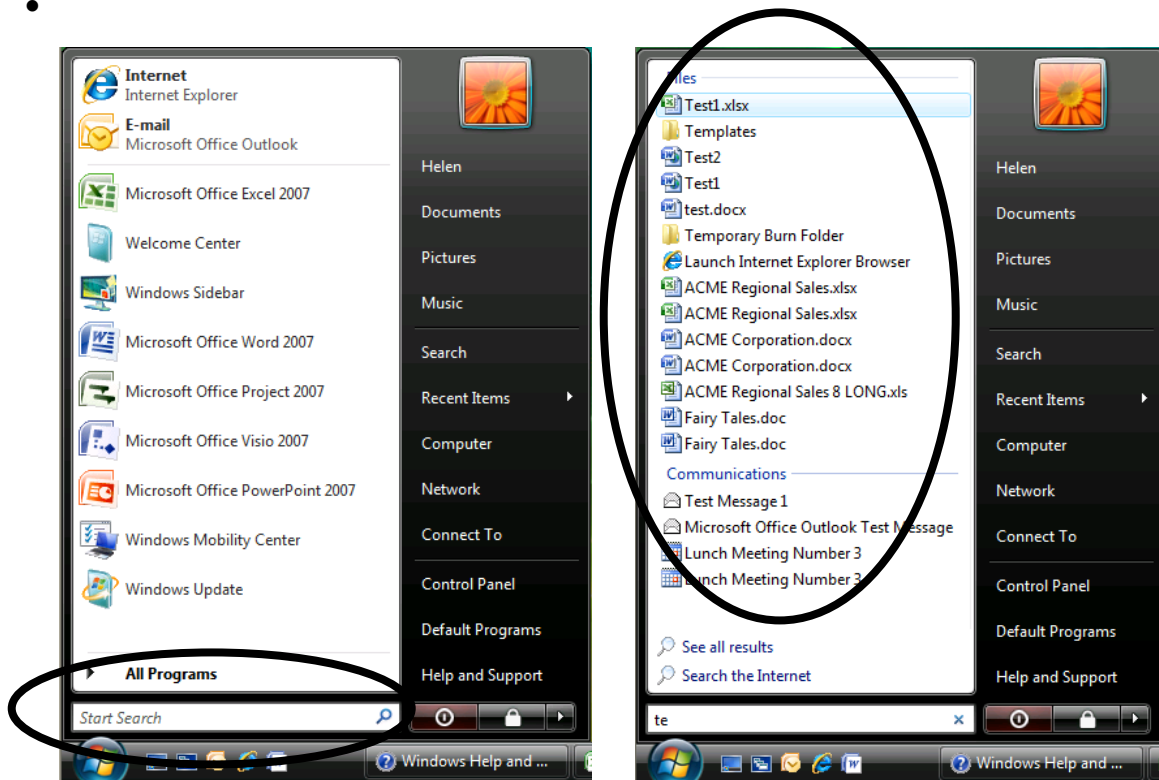


- This search result is only for your Indexed Locations. If you want to search through your entire hard drive, select the location from the Folders Pane on the left side and then type your file name in the Search Box.
- To search using other criteria, such as date or file size, click the Advanced Search button to view other search options.

### C. Using the Start Menu Search

You can also search through all folders in your Indexed Locations by using the Search Box in the Start Menu.

1. Click the Start Menu button.
2. In the Search Box, start typing the name of the file.
3. The Start Menu will display the files that match your file name.
  - To view the results in a window, click the **See all results** link. This will also allow you to change the location to the entire hard drive if needed.



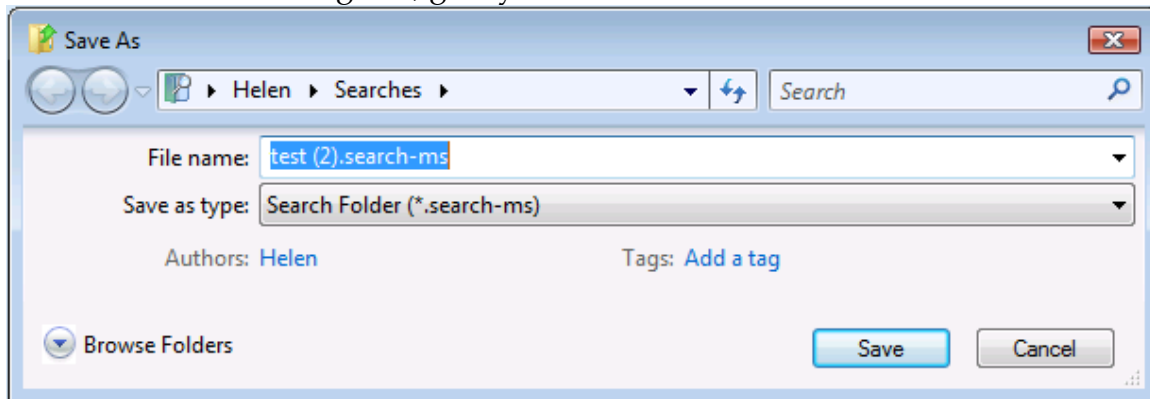
### D. Saving a Search Results

If you find that you perform the same search over and over, you can save the search so that you can run it again easily.

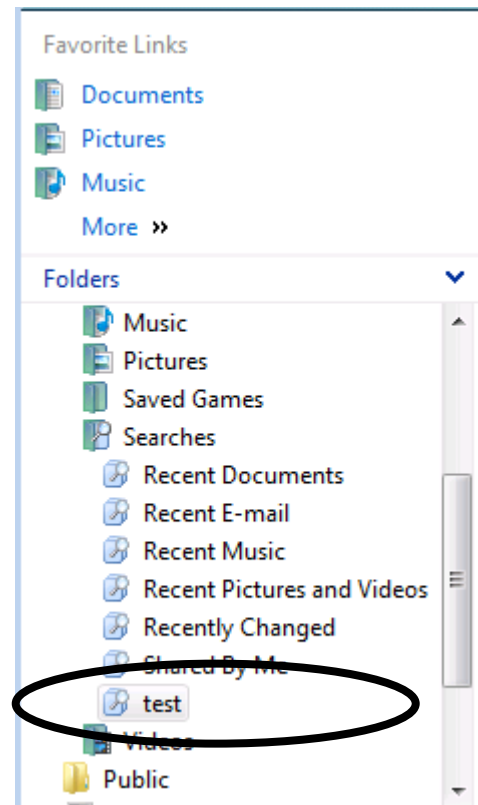
1. Find your files using any of these Search methods. View the results in a Search Results window.
2. In the Search Results window, click the Save Search button.



3. In the Save As dialog box, give your search a name. Click **Save**.



- To perform the search again, go to any folder window and view the Folders Pane. Under the Searches folder, you should see the search that you just saved. Click the search to run it.
- To remove a search from the Searches folder, right-click the search name and select **Delete**.

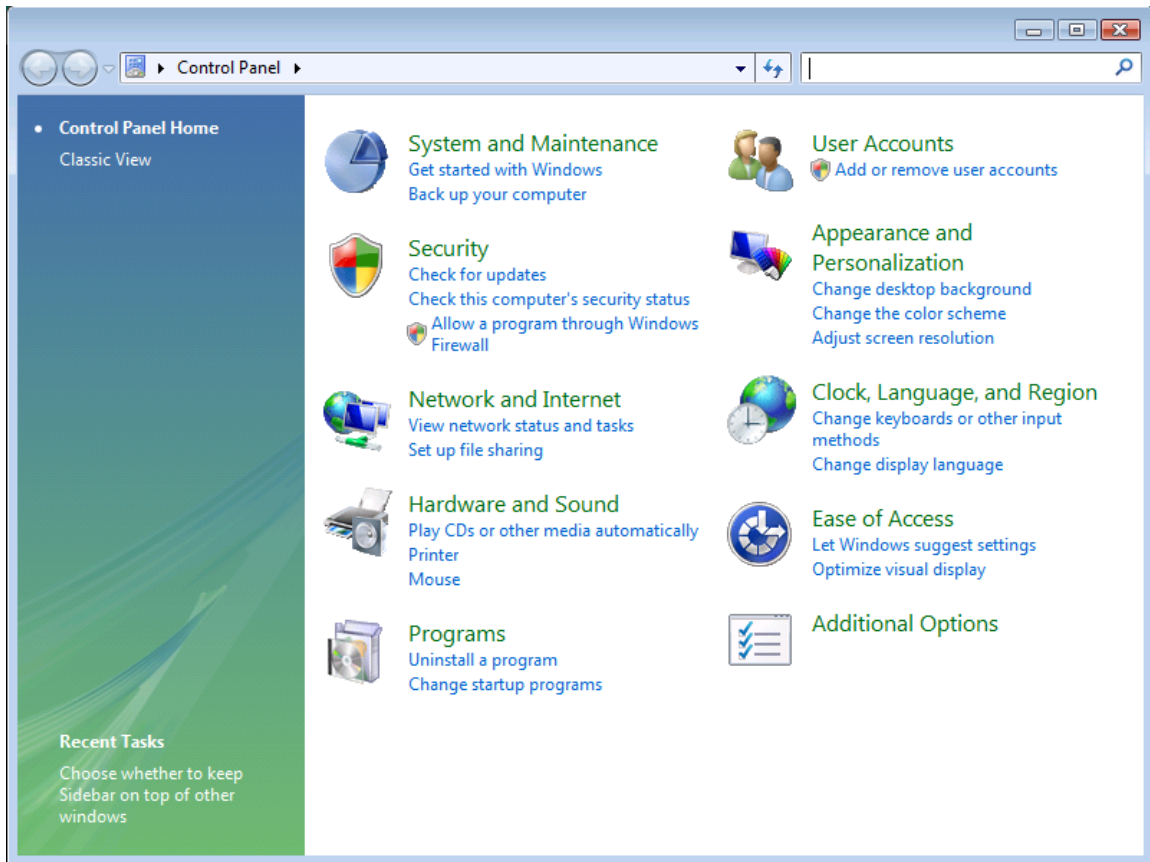


## VII. Using the Control Panel and Personalization Features

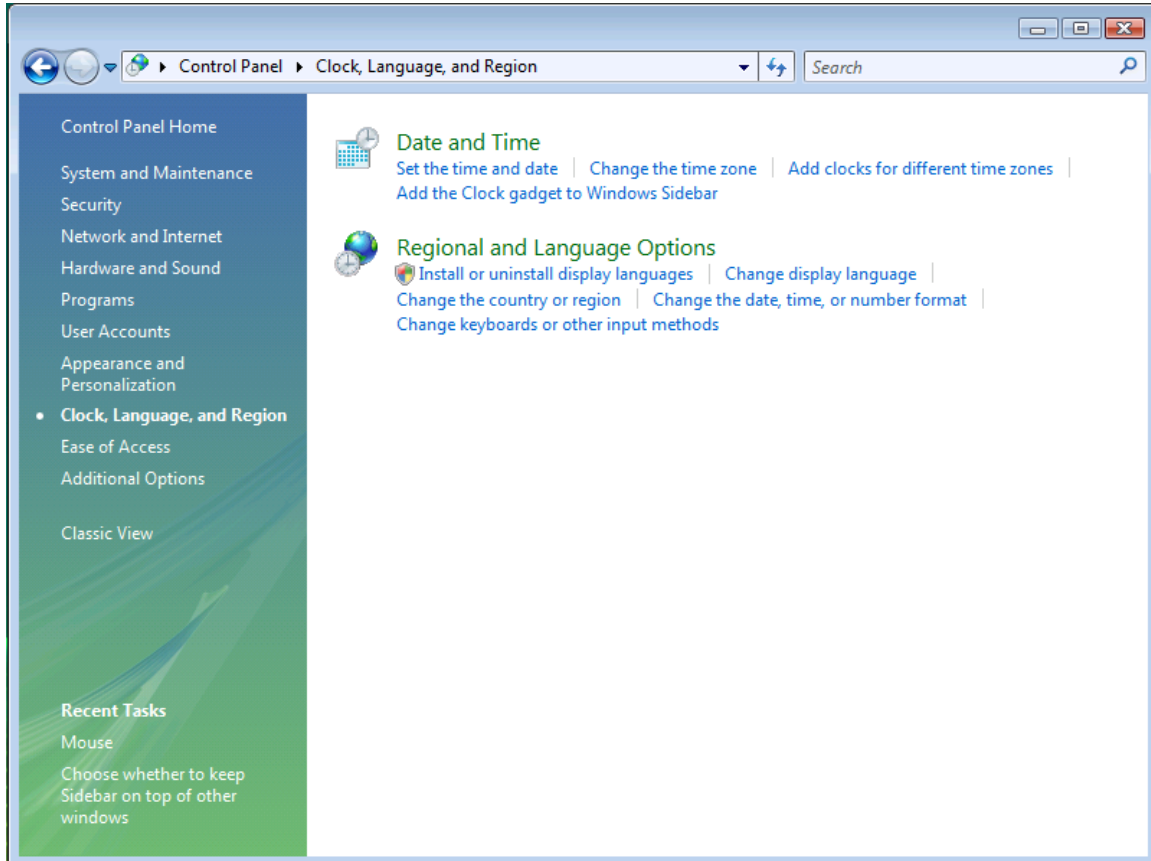
The Control Panel has a new look and some “properties” are now called “personalizations”.

### A. Viewing the Control Panel

1. Go to the Start Menu and select **Control Panel**.
2. The Control Panel dialog box displays different task groups and some common tasks under each task group. You can click a task group name to view all the tasks for that group, or click a common task to make changes only to that task.

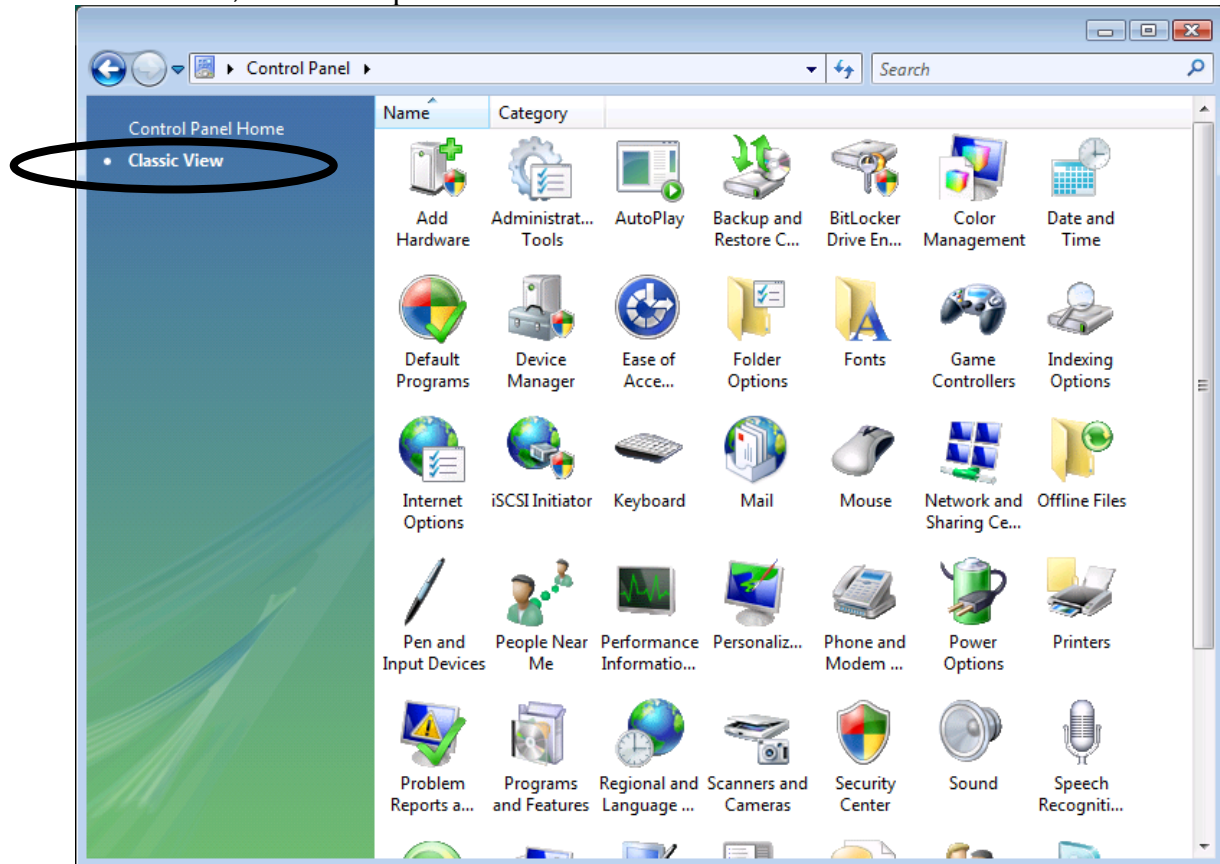


3. If you click a task group name, the Control Panel will display various tasks for that task group. To select another task group, click the link on the left side.



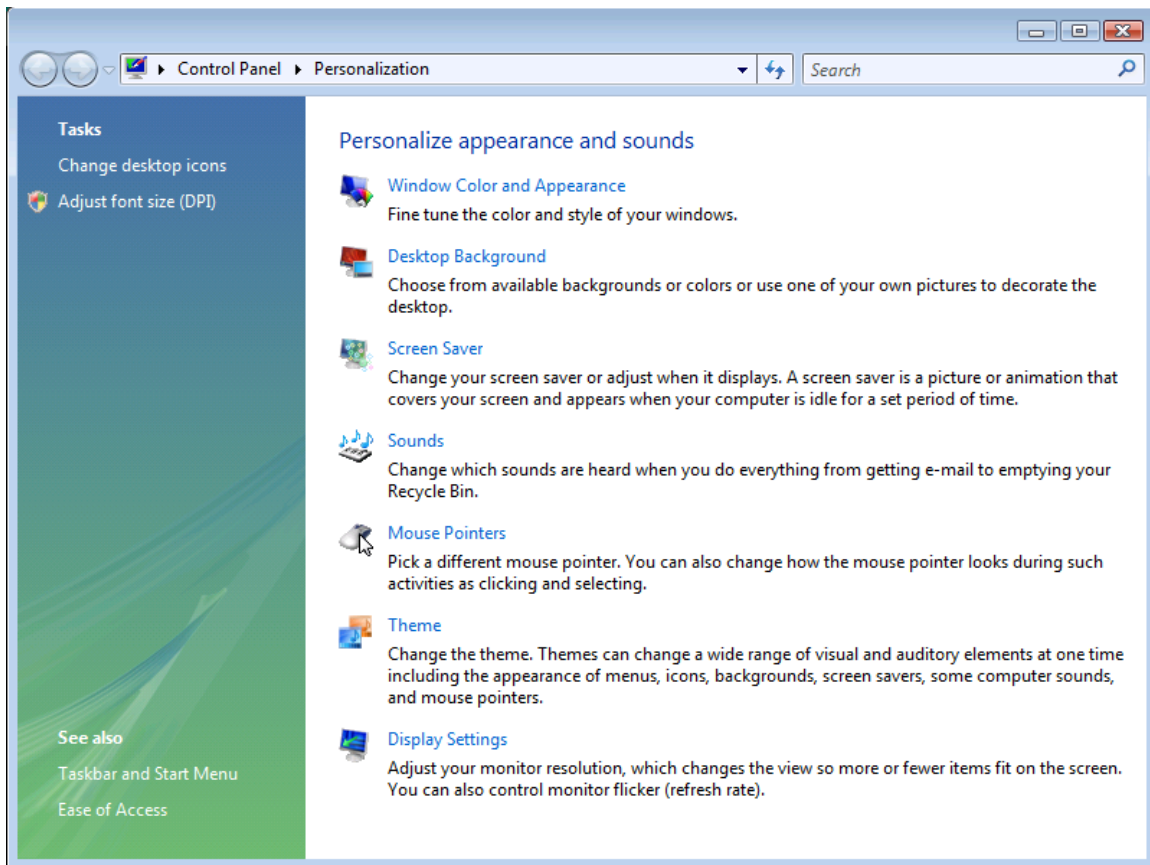
## B. Viewing the Classic Control Panel

1. Go to the Start Menu and select Control Panel.
2. On the left pane, click Classic View. This will display the control panel tasks as icons, similar to previous versions of Windows.



## C. Personalizing the Desktop

1. Right-click anywhere on the desktop, and select **Personalize**.
2. In the Personalization Control Panel, select the type of personalization you would like.

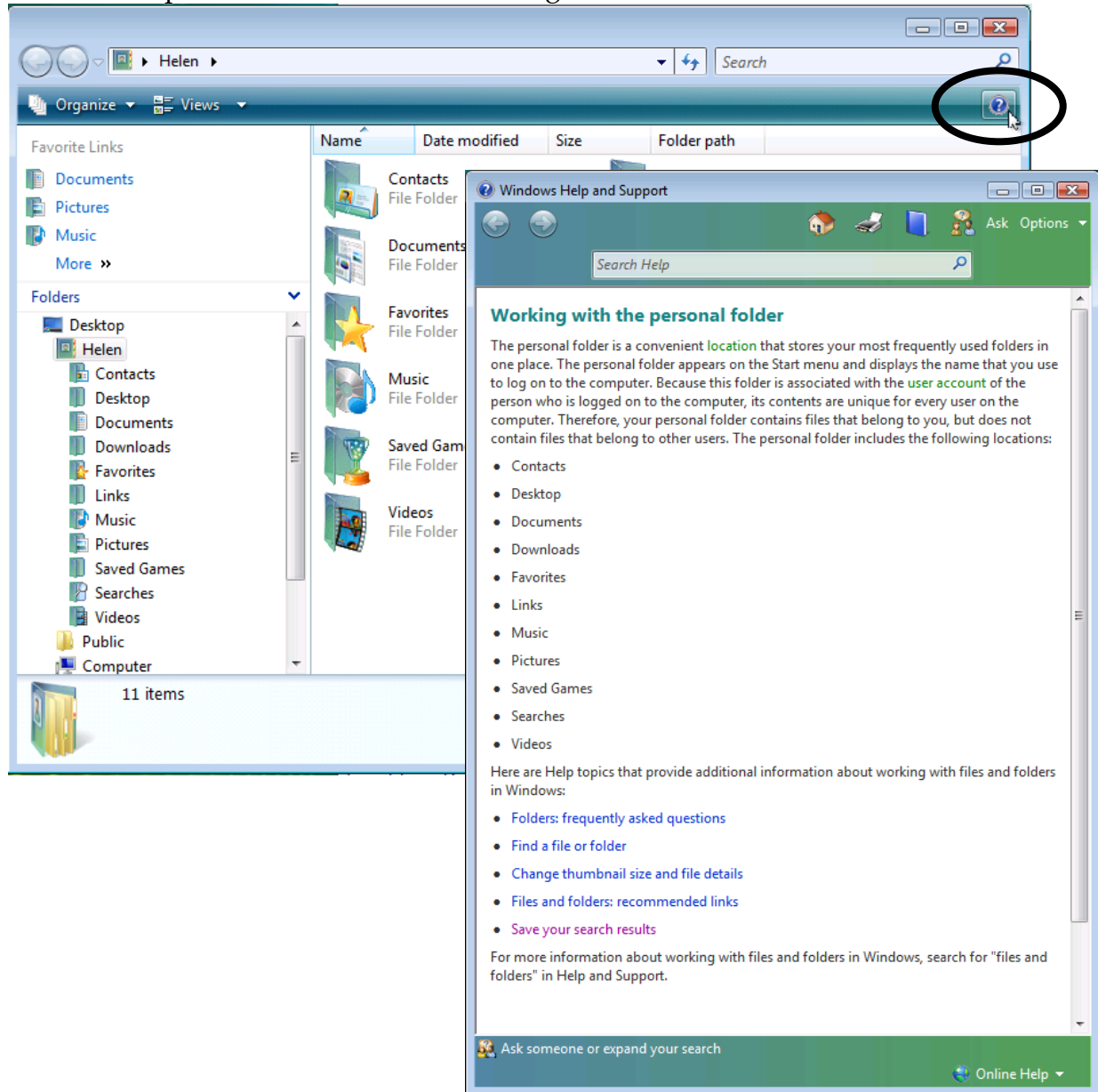


## VIII. Getting Help

The Help system has a new interface as well. You can still find Help topics by content or keyword, and you can also find Help topics online.

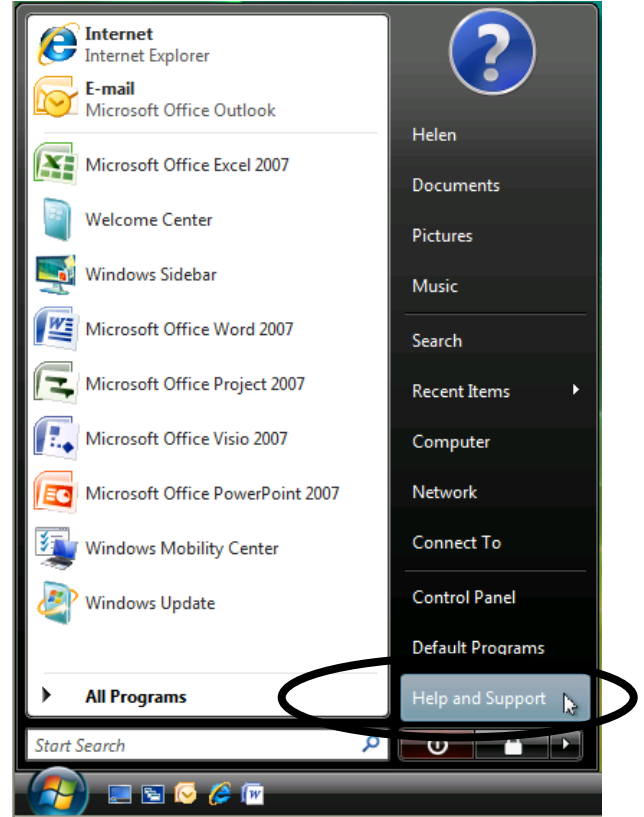
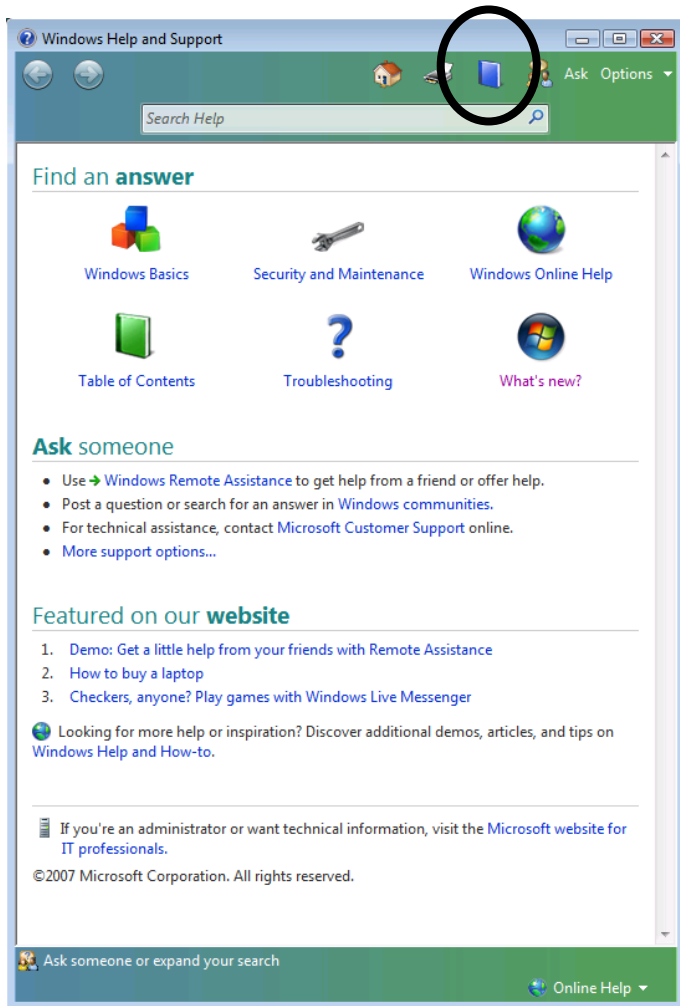
### A. Using the Help Button

1. In any dialog box or window, if you see a Help button, you can click it to view Help information about that dialog box or window.

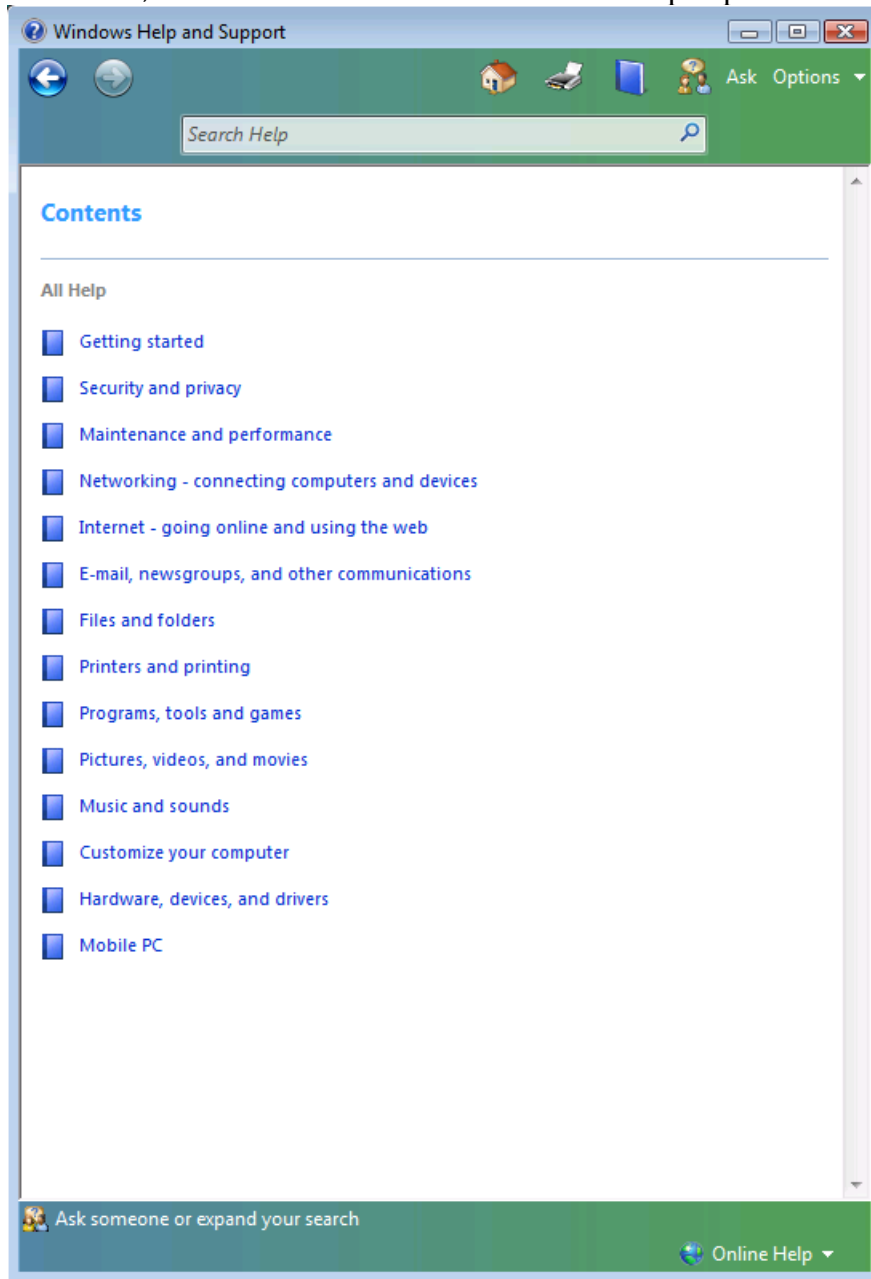


## B. Browsing through Help

1. Go to the Start Menu, and select Help and Support.
2. In the Windows Help and Support dialog box, click the Browse Help button at the top.

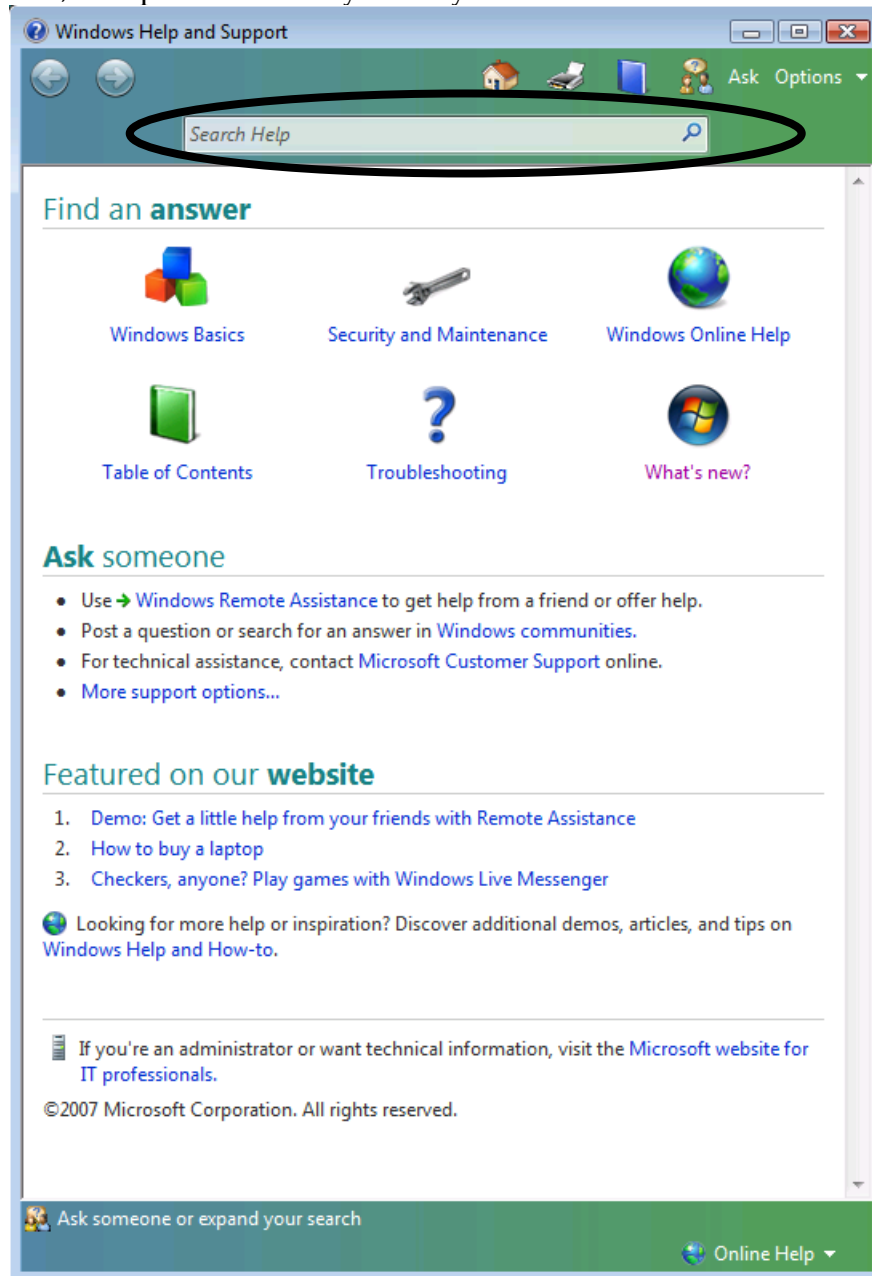


3. Under Contents, click a link to browse to various Help topics.

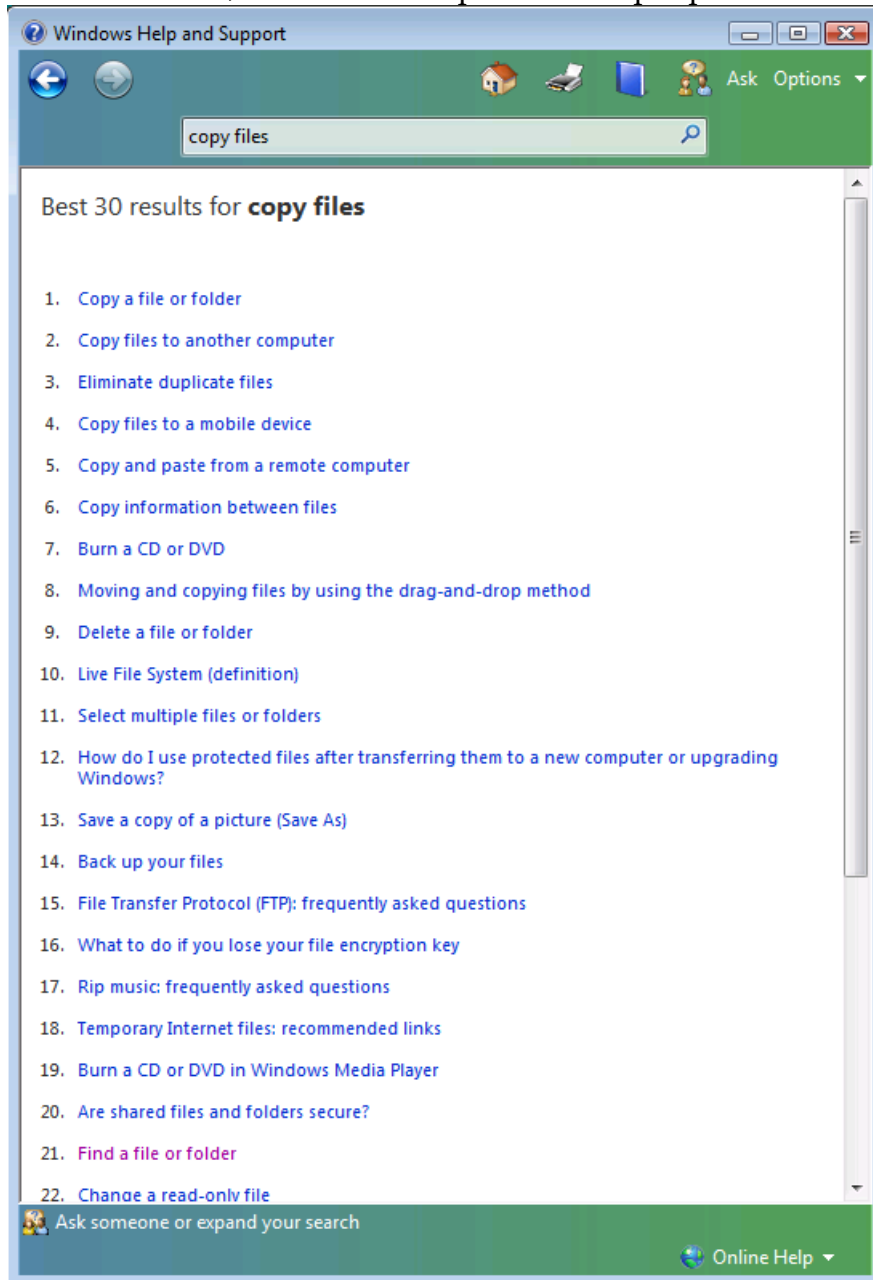


## C. Searching through Help using a Keyword

1. Go to the Start Menu, and select Help and Support.
2. In the Windows Help and Support dialog box, type a keyword in the Search Help field, and press **Enter** on your keyboard.

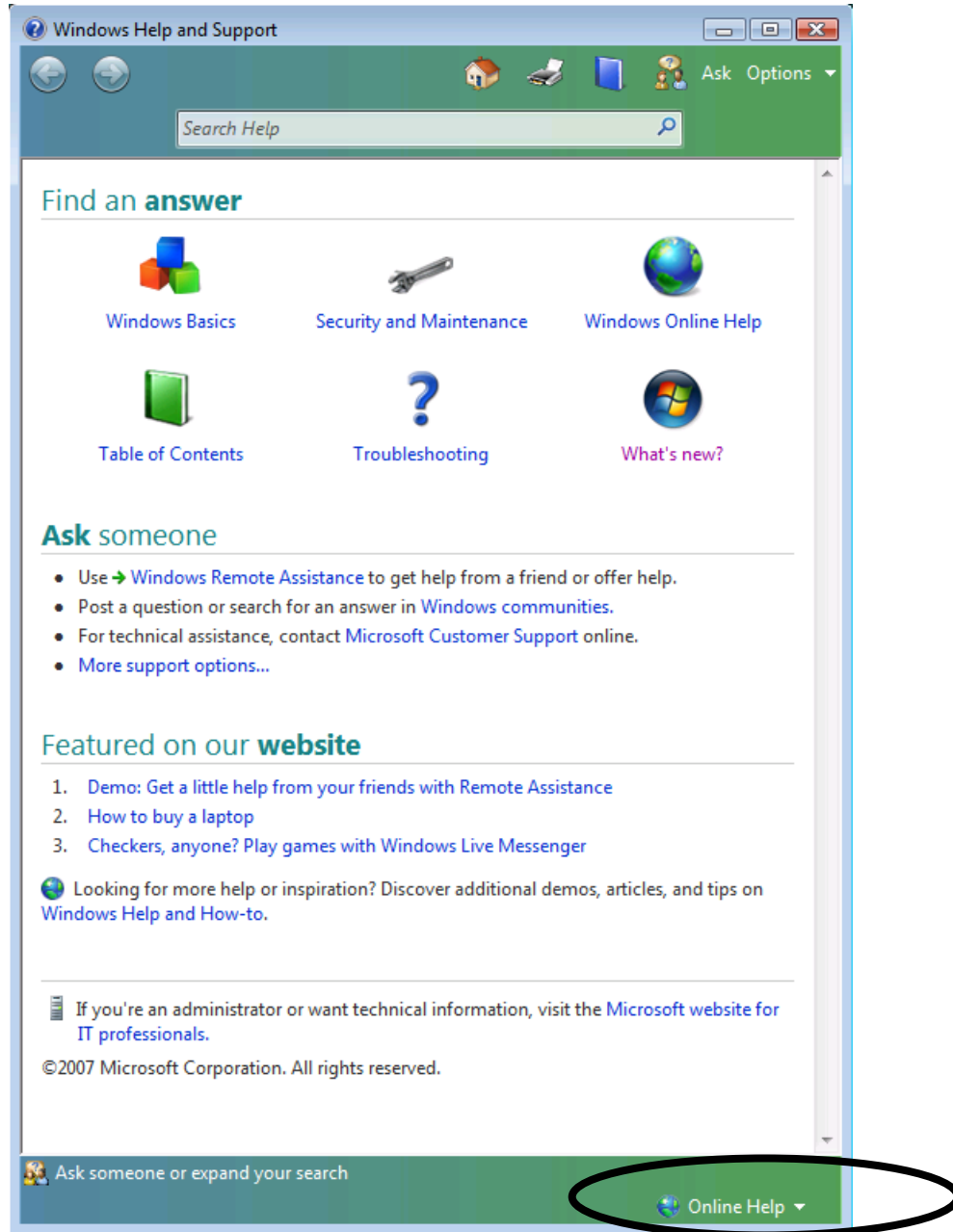


3. In the results window, click a link to open that Help topic.

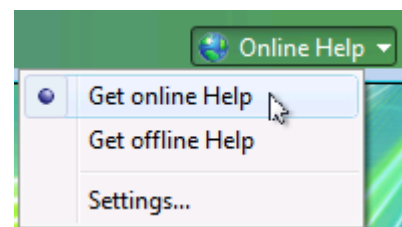


## D. Turning on Online Help

1. In the Windows Help and Support dialog box, click the Online Help drop-down menu at the bottom.

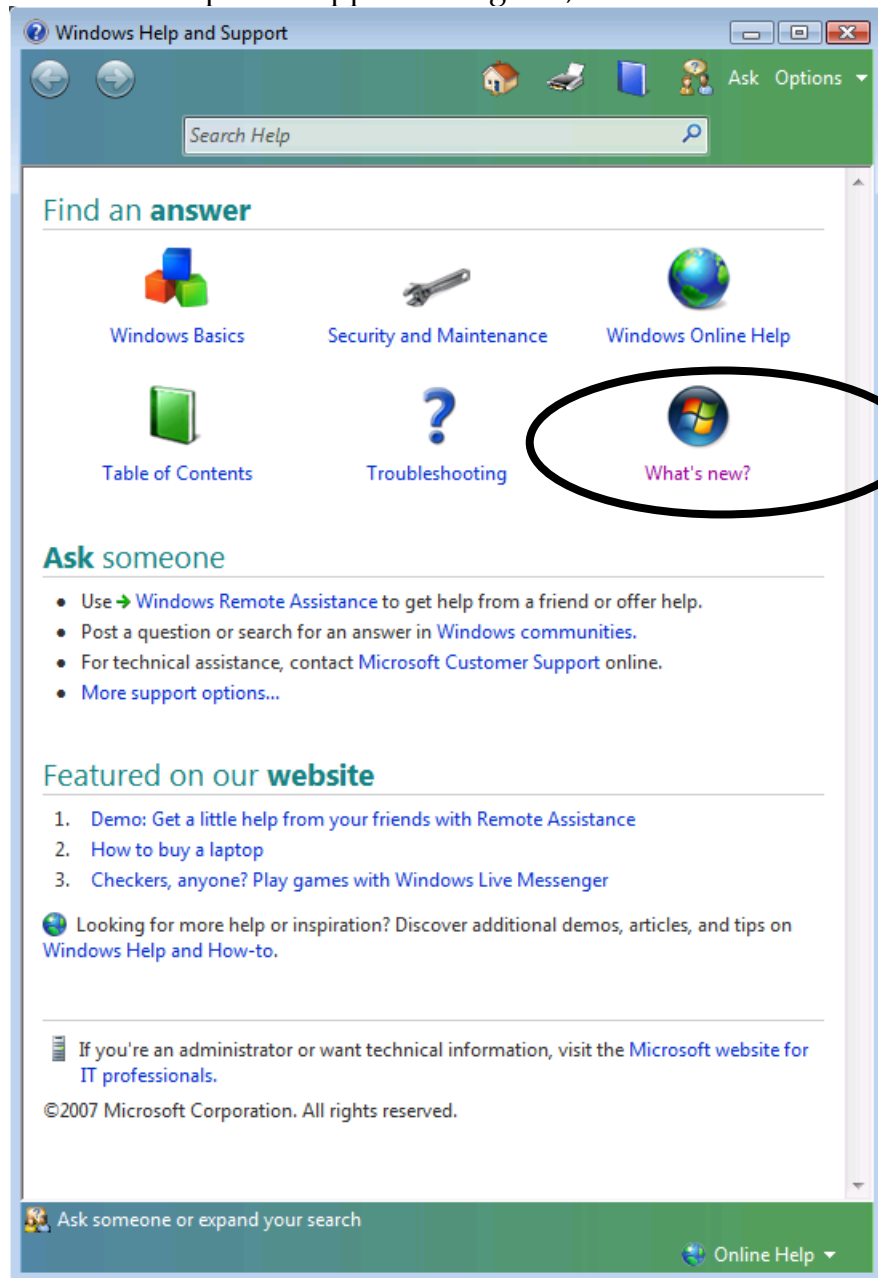


2. Select **Get online Help**. This will display online help topics for your content and keyword searches. You must be connected to the Internet for this feature to work.

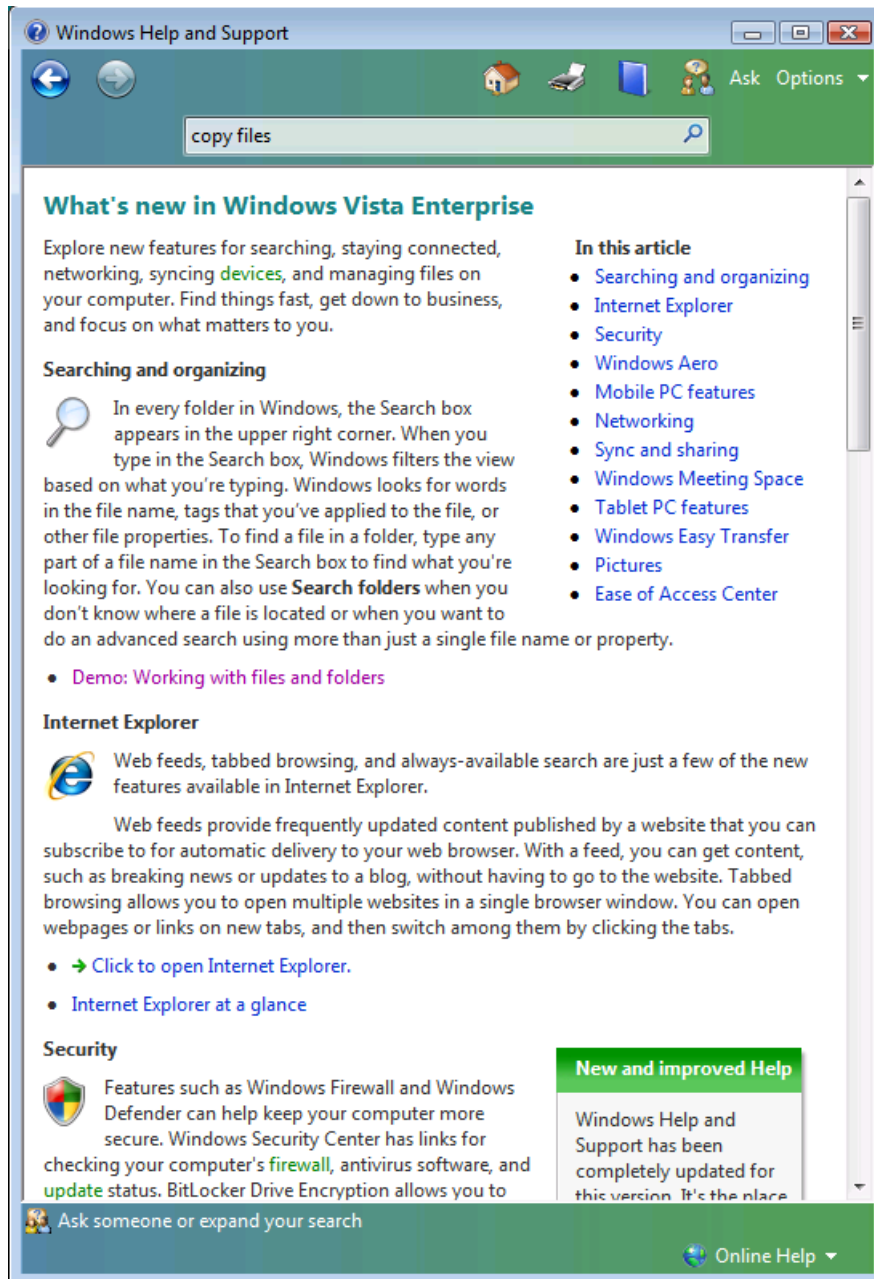


## E. Finding out What's New

1. In the Windows Help and Support dialog box, click the What's New icon.



2. The What's New article gives a summary of the various new features in Windows Vista.

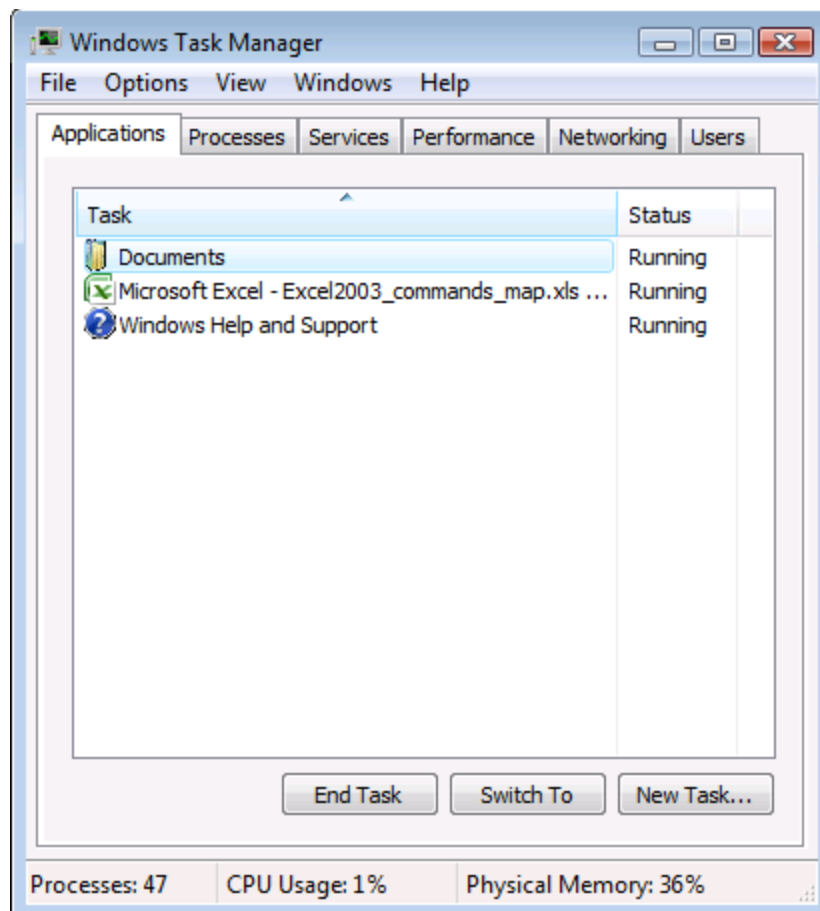


## IX. Troubleshooting

If your computer is stuck, you can still use the Task Manager to force quit out of programs.

### A. Using the Task Manager

1. Press **Ctrl-Alt-Delete** on the keyboard.
2. In the Task Manager dialog box, click the Applications tab.



3. Select the application that is not responding, and click the **End Task** button to end that task.
  - It's always a good idea to restart the computer after you have force quit out of a program.

# NOTES

# NOTES