








## Windows *Vista* Basics Course

**Windows Basics Course is designed to introduce you to personal computing and the Windows Vista Operating System. Whether you're a beginning computer user or someone with experience using a previous version of Windows, this course will help you understand the tasks and tools you need to use your computer successfully.**

**Some of the areas that are covered by the course are:**

-  the parts of a computer
-  the desktop, security and programs
-  using your mouse and keyboard
-  using menus, buttons, bars and boxes
-  internet, email ... and much more

**Some of the comments received from previous students:**

*"This course opened doors" "Excellent" "Learned a lot that I had no idea about even after 10 years of computer use" "Very beneficial"*

**Additional information:**

Students of this course will receive a CD with the course notes and a certificate attesting that they have completed the course. **Windows Basics** is a one day course which can also be given over two or three days to accommodate the students or the organization.