



Windows Vista Essentials

Video-Based Training with Instructor Joli Ballew

Summary

Windows Vista Essentials offers the tools needed to become a proficient Microsoft Windows Vista user in no time through comprehensive lessons and engaging quizzes, allowing the user to choose which lesson to learn.. Whether the user is a beginner who wants to learn basic operations of the new Windows environment or a seasoned user, learning to access advanced functions and new features, this comprehensive training guide will showcase all that Windows has to offer.

Highlights—Learn how to:



Set up and manage a home or office network.



Manage and organize your digital media: photos, videos, and music.



Master Internet Explorer for browsing the web.



Set up security controls to keep you, your family, and your information safe.



Create email accounts, manage contacts, organize mail into folders, and keep backups.

Global IT University Video-Based Training Offers the User:



Overview: Global IT University training includes a complete overview of the instructor, product, and what to expect from the training.



Controls: Users can move throughout the training with their own controls. Play, Pause, Stop, or check their time while the product bar illuminates as they advance through a topic.



Course Map: Choosing which topic the user wants to learn is easy with the convenient course map. Advanced users may skip ahead or repeat users have the ability to pick up where they left off.



Bookmarks: Global IT University's training tracks which topics the user has completed - displaying their progress through the course outline.



Quizzes: Multiple-choice quizzes for each section covered allow the user to track their progress as they learn. Proficiency can be assessed at any time throughout the training.

Your Personal Instructor: Joli Ballew

Joli Ballew (Certified MCSE, MCDST, and A+) has written nearly 20 books including *Degunking Windows* which was voted Best Computer Book of the Year by the Independent Publishers Book Awards in 2004.

