

# **INTRODUCTION TO WINDOWS VISTA**



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Twinsburg Public Library  
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# Parts of a Computer

## 1. LOCAL SYSTEM

- ◆ CPU
- ◆ MONITOR
- ◆ CD-ROM
- ◆ FLOPPY (A: drive) or Jump Drive (most newer models)
- ◆ KEYBOARD
- ◆ MOUSE

The Central Processing Unit is the "brain" of the computer. However many people use this term to identify the box on your desk. That box is the machine that allows you to play movies, music, and games. It also lets you use the Internet and educational programs, create documents, and draw and edit pictures. It is usually equipped with a monitor, keyboard, mouse, speakers, microphone and the tower - the box on your desk.

**CPU**



CD/DVD-RW Drive

Floppy Disc Drive (if available)

Jump Drive Port

Tower Case

Floppy Disc



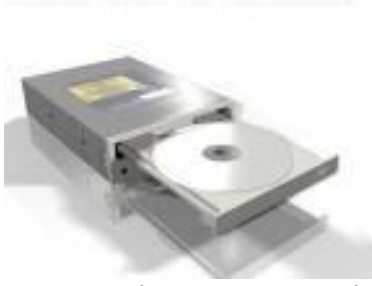
Inserting Flash/Jump Drive in USB port



## What are drives?

Drives are used to store data. Almost all computers come with at least two drives: a hard drive (which is used to store large volumes of data) and a CD drive (which stores smaller volumes of data that can be easily transported from one computer to another). The hard drive is typically designated the C:\ drive and the CD drive is typically designated the D:\ drive. If you have an additional floppy drive, it is typically designated the A:\ drive. If your hard drive is partitioned or if you have additional drives, the letters E:\, F:\, G:\ and so on are assigned.

### CD-ROM DRIVE



Your computer case has a place to insert CDs. This is called the CD-ROM drive. The floppy disk drive reads information from a very thin disk that is inside a flat, square plastic case. You can also write information to these disks and 'save' it. CD ROM is short for Compact Disk Read Only Memory. A compact disk is a shiny, circular disk that stores information. A CD-ROM can only read information from the disk. Most new computers have a CD-RW drive (RW stands for ReWrite) instead of a CD-ROM. CD RW allows you to write information to the disk as well as read from it. Also, some new computers have a DVD (Digital Video Disk) drive instead of a CD-ROM or CD-RW. A DVD looks just like a CD, but it holds much more information. You can watch movies, listen to music, or play computer games from DVDs. One important thing to know is that you can play CDs in a DVD player, but you cannot play DVDs in a CD player!

## The Keyboard

A computer keyboard is a wide object that is equipped with buttons on which there are letters and numbers:



To distinguish them from other objects, and to synchronize their names with other objects that use similar settings, such as the piano, the buttons on the keyboard are called keys.

Most important keys to pay attention to are the: Caps Lock and Num Lock keys!

To provide a better management, the keys on a keyboard are divided into 3 sections. This arrangement is by convention so the users would be familiar with them and be able to use any keyboard they come in contact with.

## THE MOUSE

Mechanical Wheel Mouse



Trackball Mouse



### **Mouse Operations: Click**

The mouse is the object you will use the most when interacting with the computer. The mouse is primarily used in one of four actions.

When you are asked to click, this request always refers to the left mouse button. To perform this action:

1. Position the mouse pointer on an item on the screen. Place your index finger (if you are right-handed, this refers to the right hand index finger; if you are left-handed, this refers to the left hand index finger) on the left mouse button.
2. Press the index finger once on the button and release the finger.

### **Mouse Operations: Double-Click**

Another regular action you will perform using the mouse consists of pressing one of its button twice, very fast. This action is referred to as Double-Click. To perform this action:

1. Position the mouse pointer on an item on the screen.
2. Then apply two very fast strokes on the left mouse button. What happens as a result depends on the item on which you performed the action. It may open something. It may select another. Or it may not do anything at all.

### **Mouse Operations: Right-Click**

We saw already that the mouse is equipped with two buttons. Just like the left mouse button, the right mouse button can be clicked. It can also be double-clicked. It can even be involved in a dragging operation. Clicking the right mouse button of the mouse is referred to as Right-Click. What happens when you click with the right mouse button depends on the item that was clicked and/or sometimes whether the item was selected.

#### **To perform the right-click action:**

1. Position the mouse on the indicated item or word (you will always be indicated what to right-click)
2. Then press the right mouse button once and release it

# The Windows Vista Interface

The Windows Vista Interface is a bit different than previous versions of Windows. Ok, that was an understatement. Quite frankly, the new interface takes some getting used to! It comes in several versions: Home Basic, Home Premium, Business, Ultimate, and Enterprise. The features available to you depend on the version of Windows Vista you have.

*Windows Vista Home Basic* is the entry-level edition. Geared toward home computer users, Home Basic has features that allow you to search your computer, search the Web, browse the Internet, view photos, send and retrieve e-mail, and set parental controls. Windows Defender and Windows Firewall are included with Windows Vista Home Basic. Windows Defender helps protect your computer from spyware. Spyware is malicious software you install on your computer inadvertently or is put on your computer without your consent. Windows Firewall helps protect your computer from malicious software and unauthorized access to your computer.

*Windows Vista Home Premium* has most of the features found in Windows Vista Home Basic plus additional features such as Aero, Windows Media Center, Windows Meeting Space, Windows Mobility Center, Windows SideShow, and Tablet PC support. *Windows Aero* features translucent windows and smooth animations, including the capability to do three-dimensional flips through open windows. It also provides a thumbnail preview of the contents of open windows when you pause your mouse pointer over the window's identifier on the taskbar or Alt-Tab through windows. With *Windows Media Center*, you can record and watch TV shows, listen to Internet and FM radio, view home movies, create slide shows, and burn CDs or DVDs.

## What is a desktop?

If you are using Windows Vista, after you start your computer the first thing you see is the desktop. The desktop is your work area.

## Can you explain the Windows Vista desktop?

The following table explains the various features of the Windows Vista desktop.



Feature	Explanation
Taskbar	By default, the taskbar is located on the bottom edge of the desktop. You can click the taskbar and drag it to other locations. The Start button, active program buttons, icons for quick access to programs, and the notification area are located on the taskbar.
Recycle Bin	When you delete an object, Windows Vista sends it to the Recycle Bin. You can restore objects from the Recycle Bin or you can permanently delete them.
Shortcut icon	Icons with an arrow in the lower-left corner are shortcut icons. Click the icon for quick access to the object it represents (program, document, printer, and so on).
Program, folder, and document icons	Program, folder, and document icons do not have an arrow in the lower-left corner. These icons represent the actual objects and provide direct access to the objects. Be careful: When you delete a program, folder, or document icon, you are deleting the actual program, folder, or document.
Sidebar	The default placement for the Windows Vista sidebar is along the right side of your desktop. You can use the sidebar to display gadgets. Gadgets are small programs with which you can display a clock, post notes, track stocks, or perform other miscellaneous tasks.

### Can you explain the taskbar?

The taskbar is a long bar that by default runs along the bottom of your desktop. The Start button, Quick Launch toolbar, active program buttons, and the notification area are located on the taskbar.



1	Start	2	Quick Launch Toolbar
3	Active Program Buttons	4	Notification Area

You click the Start button to display the Start menu. You use the Start menu to open programs and to perform other functions such as searching for files.

On the taskbar, right next to the Start button is the Quick Launch toolbar. Using the Quick Launch toolbar, you can open a program or file simply by clicking its icon.

## Working with Windows

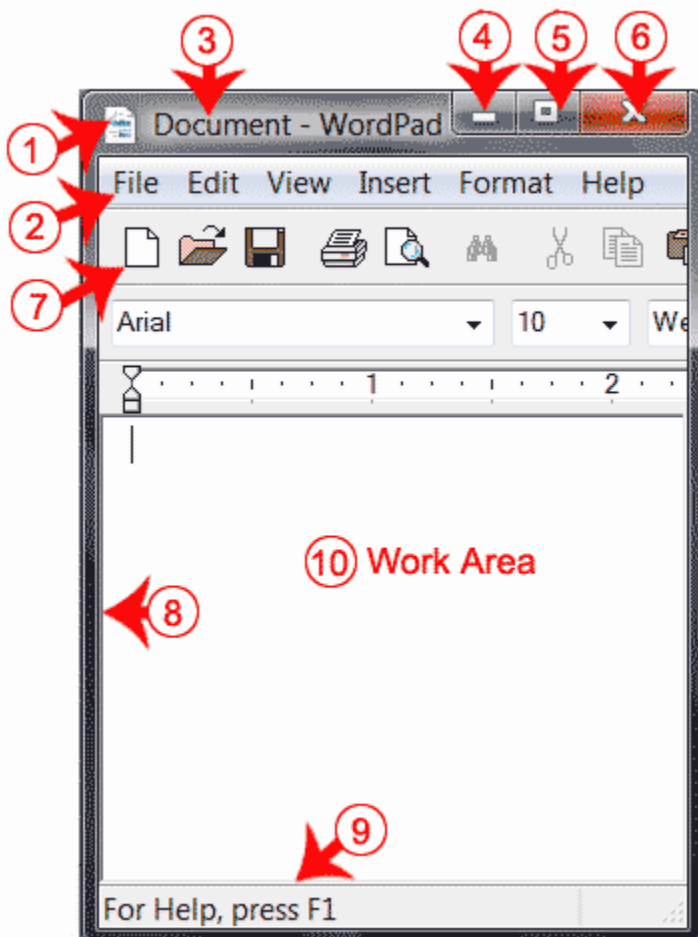
A window is a framed area on the desktop that contains an application, document, icon, or task. You can control the appearance and location of windows, and you can switch between open windows on the desktop. You can also use menus when working with windows.

### What is a window?

A window is an area on your [desktop](#) within which all Windows-based programs run.

### Can you explain the parts of a window?

Yes. I will use WordPad as an example. 1. Double click on the Wordpad icon on your desktop.



No	Area	No	Area
1	Control box	2	Menu bar
3	Title bar	4	Minimize
5	Maximize	6	Close button
7	Command bar	8	Border
9	Status bar	10	Work area

<b>Part</b>	<b>Description</b>
Control box	Provides a menu that enables you to restore, move, size, minimize, maximize, or close a window.
Menu bar	Displays the program's menu. You can use the menu to send commands to the program.
Title bar	Displays the name of the current file and the name of the current program.
Toolbar	Displays icons you can click to send commands to the program. Toolbars generally appear directly below the menu, but you can drag them and display them along any of the window borders.
Minimize button	Click to temporarily decrease the size of a window or remove a window from view. While a window is minimized, its title appears on the taskbar.
Maximize button	Click to make the window fill the screen.
Close button	Click to exit a window or close a program.
Command bar	Displays icons you can click to send commands to the program.
Border	Separates the window from the desktop. Drag a window's borders outward to expand it and inward to contract it.
Status bar	Provides information about the status of your program.
Restore button	Click to restore a minimized window to its former size.

## **Can I have more than one window open at a time?**

Yes.

## **How do I switch between windows?**

If you have several windows open at the same time, the window on top is the *window with focus*. You can only interact with the window with focus. To change windows, do any one of the following:

1. Try this:
2. Open your "My Computer" window and in its restored state. Go ahead and double click o the **Solitaire** icon.
3. Now open up **Notepad** icon. Once you have accomplished opening **Notepad**, you should have three open windows. Since **Notepad** was the last window that we opened, it is the active window. Notice that the title bar in the *Notepad Window* is highlighted and the others are "grayed" out.
4. Click anywhere on a window to change the focus to that window.

5. Hold down the Alt key and press the Tab key (Alt-Tab). A preview of all open windows appears. While holding down the Alt key, click the Tab key until you have selected the window to which you want to change.
6. All active files display on the taskbar. Click the taskbar button for the window you want to have focus.

### **How do I move a window around on my desktop?**

To move a window around on your desktop, left-click the window's title bar and drag the window.

### **What does it mean to "cascade your windows"?**

Cascading is a way of organizing windows on your desktop. Cascading windows fan out across your desktop, with the title bar of each window showing.

### **How do I cascade my windows?**

1. Right-click the taskbar. A menu appears.
2. Click Cascade Windows.
3. Vista cascades the open windows.

### **What does it mean to "stack your windows"?**

Stacking is a way of organizing your windows on your desktop. When you stack your windows, Windows Vista places each window on the desktop in such a way that no window overlaps any other window. The windows are stacked one on top of the other.

### **How do I stack my windows?**

1. Right-click the taskbar. A menu appears.
2. Click Show Windows Stacked. Vista stacks your windows.

### **What does it mean to "show windows side by side"?**

Showing your windows side by side is another way of organizing your windows on your desktop. When you show your windows side by side, Windows Vista places each window on the desktop in such a way that no window overlaps any other window. The windows display side by side.

### **How do I show my windows side by side?**

1. Right-click the taskbar. A menu appears.
2. Click Show Windows Side by Side. Vista displays your windows side-by-side.

## Sizing Windows

You can arrange icons on your desktop to suit your needs. In Windows, you can move and resize windows by dragging windows and window borders.



You drag an object by positioning the mouse pointer on it, clicking and holding the left mouse button, then moving your mouse to re-position the object.

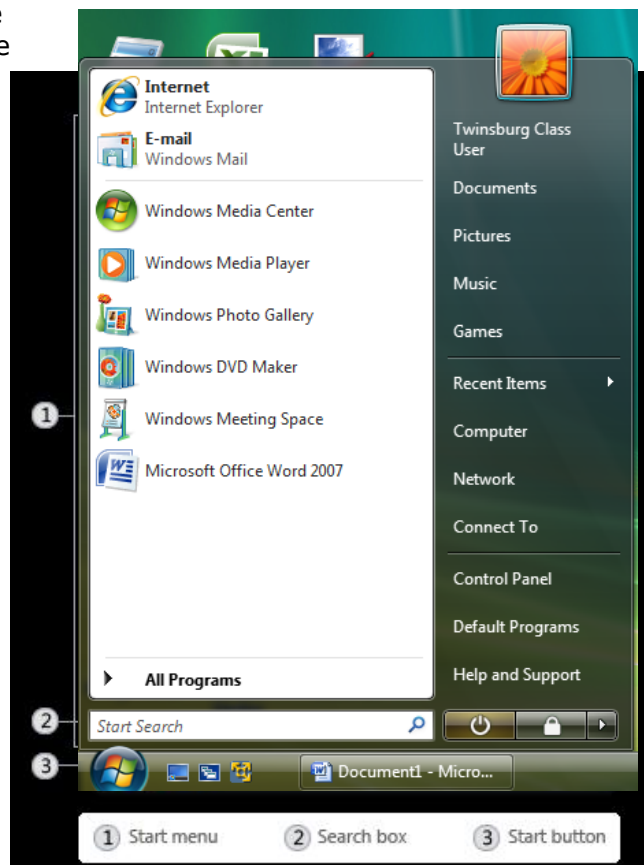
Try this:

1. In the *My Computer Window*, position the mouse pointer on the **title bar**, click and hold the left mouse button, and roll your mouse ball to the right or left as you continue to hold the mouse button down. Once you release the mouse button, the window will stay where you currently have it positioned.
2. Locate and click on the **Maximize button** in the right corner of the title bar. This will maximize the *My Computer* window to fill the screen.
3. Now click on the **Restore button**. This should return the window to its original size and shape, before you maximized it.
4. In the Title Bar, click on the Minimize button. This will reduce the window to only a taskbar button.
5. To restore from a minimized position, you need to use the *taskbar button*. Move your mouse to the **My Computer** button in the taskbar, and simply left click it once. This will restore your window to the size and shape it was before it was minimized.
6. In the *My Computer Window*, position your mouse on the bottom edge of the window, or the lower frame. This will display your mouse pointer as a two-sided arrow.
7. Once you have achieved the two sided arrow, click and hold your left mouse button down. As you hold the mouse button, roll your mouse ball up about 1", then release the button. This will change the size of the window, by shortening by about 1".

## Using the Start Menu:

### How do I open the Start menu?

To open the Start menu, click the **Start** button  in the lower-left corner of your screen. Or, press the Windows logo key  on your keyboard. The Start menu appears.



To start a program:

1. A menu showing the programs you use most frequently appears on the left, and commonly performed tasks appear on the right.
2. Click the program you want to open. Vista starts the program.

### ***What's in the right pane?***

The right pane of the Start menu contains links to parts of Windows that you're likely to use frequently. Here they are, from top to bottom:

- **Personal folder.** Opens your personal folder, which is named for whoever is currently logged on to Windows. For example, if the current user is Molly Clark, the folder will be named Molly Clark. This folder, in turn, contains user-specific files, including the Documents, Music, Pictures, and Videos folders.
- **Documents.** Opens the Documents folder, where you can store and open text files, spreadsheets, presentations, and other kinds of documents.
- **Pictures.** Opens the Pictures folder, where you can store and view digital pictures and graphics files.
- **Music.** Opens the Music folder, where you can store and play music and other audio files.
- **Games.** Opens the Games folder, where you can access all of the games on your computer.
- **Recent Items.** Opens a list of files you've opened recently. Click one of the files in the list to open it.
- **Computer.** Opens a window where you can access disk drives, cameras, printers, scanners, and other hardware connected to your computer.
- **Network.** Opens a window where you can access the computers and devices on your network.
- **Connect To.** Opens a window where you can connect to a new network.
- **Control Panel.** Opens Control Panel, where you can customize the appearance and functionality of your computer, add or remove programs, set up network connections, and manage user accounts.
- **Default Programs.** Opens a window where you can choose which program you want Windows to use for activities like web browsing, editing pictures, sending e-mail, and playing music and videos.
- **Help and Support.** Opens Windows Help and Support, where you can browse and search Help topics about using Windows and your computer.

At the bottom of the right pane are two buttons: the Power button and the Lock button.

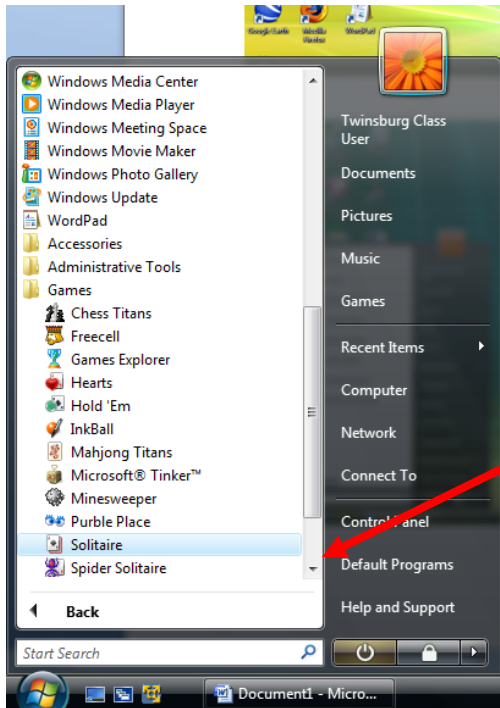


Click the Power button to turn off your computer, or click the Lock button to lock your computer without turning it off. Once locked, your computer cannot be used until you unlock it with your password.

Clicking the arrow next to the lock button displays a menu with additional options for switching users, logging off, restarting, or shutting down.

Follow these steps:

1. In the taskbar, click on the **Start** button.  
The computer will display the Start menu.

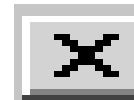


2. In the Start menu, rest your pointer on the **All Programs**. This will display the Programs menu.

A folder is an area on a disk where you store related information. For example, within the Games folder, it contains shortcuts to all of the games on your computer. A folder contains shortcuts, documents, and other folders.

3. Locate the word **Games** in the *Programs menu*. \*You might have to click the **Down Arrow** button to view that folder. Go ahead and roll your mouse pointer to the word **Games** and **double click** to open it.

4. Locate the word **Solitaire**. Roll your mouse to the word **Solitaire**, and notice that no menu is displayed. **Solitaire** is actually a game to be played. It is not a folder in which items are stored, as were the other items you were pointing to. You must at this time, **click** your left mouse button once to tell the computer that you have finally found what you were looking for, and you are ready to play the game. Once you click the left mouse button once, the computer will start the *Solitaire game*.
5. Now that we have successfully opened our first window, let's close it. In the upper right hand corner of the window there is a close button, with your mouse pointer, click on it. This will immediately close the open window.

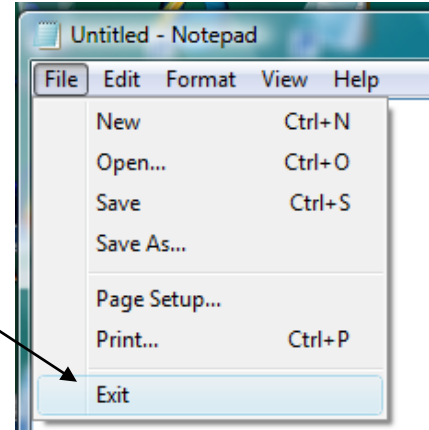


## Working with Menus & Closing Windows

Menus contain commands you use to access features and perform tasks. All windows contain a menu bar that you use to access standard features related to that window. You can also use Object Menus to execute commands. Object Menus are context-sensitive menus that display when you click the right mouse button as you point to that object.

### Try This:

1. Double left click on the **Notepad** icon. This is now the active window on your desktop.
2. Locate the Menu bar of the *Notepad window*. In the menu bar, locate the word **File**. Point to, and left click on the word **File**. Being as you are in the menu bar, clicking on this word will display a menu.



3. Locate the word **Exit**. Drag your mouse to **Exit**, and once it is highlighted, left click. This will close the *Notepad Window*.
4. To close the *Solitaire window*, use the **Close** button located in the right hand corner of the title bar. This is the first way we learned to close an open window.
5. Locate the *My Computer Taskbar Button*. Move your mouse pointer to the taskbar button, and right click. Using the right mouse button always displays a menu.
6. Locate the word **Close**. Highlight it with your mouse, and left click. This will close the *My Computer window*.

## Canceling Unwanted Menus

There are many times, as we work on computers, that we "accidentally" display menus that we don't want. We need to discuss how to get rid of these menus.

In order to eliminate an unwanted menu, you need to utilize what I refer to as a "**blank space**". Using your mouse, point to any area on the desktop that is not already occupied by an icon, word, picture, etc. If you are pointing to nothing, you are pointing to a "**blank space**".

To eliminate unwanted menus, you simply left click once in any **blank space** on the computer screen. This will cancel any menu that you have displayed, without starting any programs.

### Try this:

1. Locate the game **Solitaire** again. You will need to begin by pointing to the *Start Button*, and left click to display the *Start Menu*.
2. Locate and click (or hover your mouse over it) on the **All Programs** to display the *programs menu*. Now, locate the **Games** folder and double click to display the *Game titles*.
3. Inside the *Games folder*, locate **Solitaire**.

- Now assume that you do not want to be here. You would like to cancel all these menus that you have just worked so hard to display. Simply roll your mouse pointer to any “**blank space**” and left click once on your mouse. All displayed menus should cancel themselves.

## Creating Shortcuts to the Desktop

### What is a desktop shortcut?

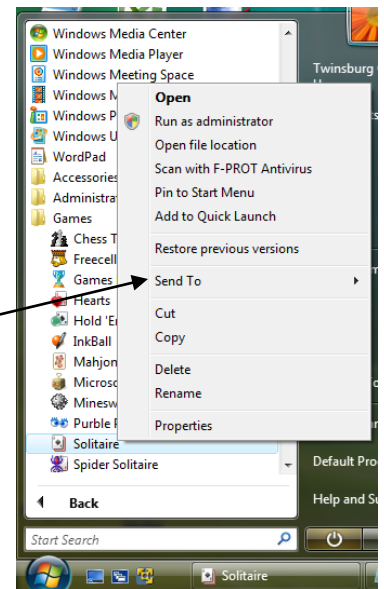
A desktop shortcut, usually represented by an icon, is a small file that points to a program, folder, [document](#), or Internet location. Clicking on a shortcut icon takes you directly to the object to which the shortcut points. Shortcut icons contain a small arrow in their lower-left corner. Shortcuts are merely pointers; deleting a shortcut does not delete the item to which the shortcut points.

### How do I create a desktop shortcut?

If the item is located on the Start menu:

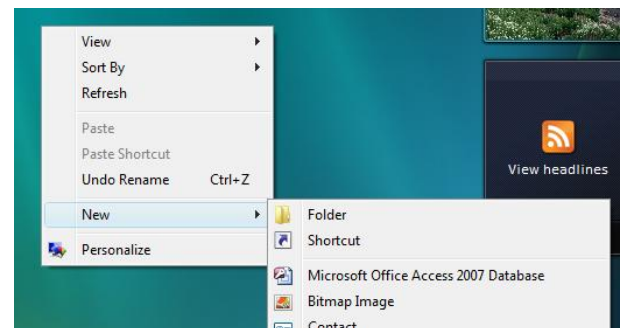
- Click the Start button. The Start menu appears.
- All Programs → Games
- Locate the Solitaire link which you will create a shortcut from.
- Right-click the item. A context menu appears.
- Click Send To. A submenu appears.
- Click Desktop (Create Shortcut). Vista creates a shortcut to the item.

If you'd like to rename this icon, **left click** on icon (turns blue), **right click** and select rename icon. Type in your new name! Now, **right click** on your desktop and select “arrange icons – by name.” This will put everything in order!



### How do I create a folder on my desktop?

- Right-click the desktop. The context menu will appear.
- Click New. A submenu will appear.
- Click Folder.
- Accept the default name or type over with a new name.

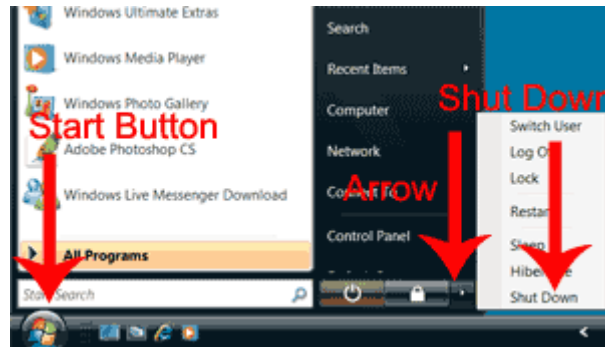


## Deleting and Retrieving Files

You can permanently delete any unwanted files or folders to save disk space, or to just “clean out” your computer. When you delete items from your hard drive, they move to the **Recycle Bin**. Files are not permanently removed until you empty the **Recycle Bin**.

1. Let's remove, or *delete* the shortcut to **Solitaire** that we just created.
2. Locate both the **Shortcut to Solitaire**, and the **Recycle Bin** on your desktop. Simply, *click and drag* your shortcut to **Solitaire** into the **Recycle Bin**.  
**NOTE:** As you drag the shortcut to the **Recycle Bin**, the bin itself will highlight. This is your indication that the computer understands you want to delete the shortcut. If the **Recycle Bin** is not highlighted, position the shortcut over it until it does become highlighted. Once highlighted, you can let go of the mouse button.
3. This should eliminate the **Shortcut to Solitaire** from your desktop. Take a look at the **Recycle Bin**, and notice that it now has papers in it. This indicates that there are some item(s) in the bin.
4. Double-Click on the **Recycle Bin**. This will open the **Recycle Bin Window**, and displays the **Shortcut to Solitaire** that you just deleted. Highlight the **Shortcut to Solitaire** by clicking on it once.
5. In the *menu bar*, click on the word **File**. In the *File menu*, there is an option to **Restore**. (If you do not have a Restore option, go back and highlight an item first, then click on File.) Click on the **Restore** option. This will remove the **Shortcut to Solitaire** from the **Recycle Bin**, and put it back into its original position or place (the desktop). Close the **Recycle Bin window**, and verify that the **Shortcut to Solitaire** is on the desktop.
6. Let's delete the **Shortcut to Solitaire** again. This time, instead of dragging the item to the **Recycle Bin**, simply point to the icon with your mouse pointer. As you point, *right-click*. In this **object menu**, there is an option to delete. Highlight the Delete option, and left-click once. This will move the **Shortcut to Solitaire** to the **Recycle Bin**, without you dragging it there.
7. Now point to the **Recycle Bin** with your mouse, and again, right-click. In this **object menu**, there is an option to *Empty Recycle Bin*. Highlight this option and left-click once. This will actually empty the Bin, making all items that were inside, unrecoverable.

## How do I shut down my computer?



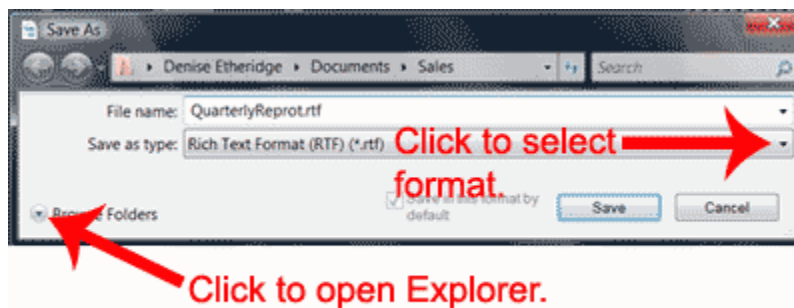
1. Click the Start button. The Start menu appears.
2. Click the arrow in the lower-right corner of the start menu. A menu appears.
3. Click Shut Down. Your computer shuts down.

When you need to restart your computer, press your computer's power-on switch.

## Will you explain how to save a file?

I will use WordPad as an example.

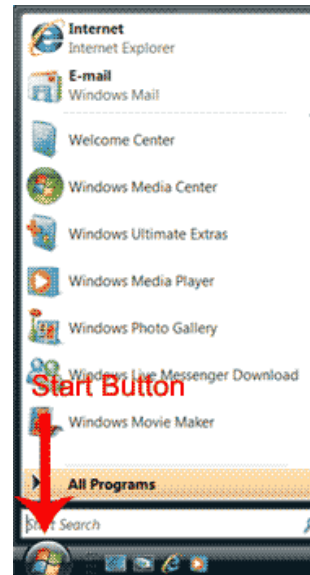
1. Double click on the Wordpad icon and type your first and last name on that document page.
2. Click File, which is located on the menu bar. A drop-down menu appears.
3. Click Save. If you have never saved the file before, the Save As dialog box appears.
4. Click the down-arrow in the Save As Type field and then select the file type you want your file to have.
5. Type the name you want to give your file in the File Name field.
6. Click the Browse button and then use the Explorer window to change folders if needed.
7. Click the Save button.



## How do I quickly find files and folders?

Windows XP enables you to quickly locate files and folders on your drives. The search option provides you with four search options: Pictures, music, or video; Documents; All files and folders; and Computers and people. To quickly find a file or folder:

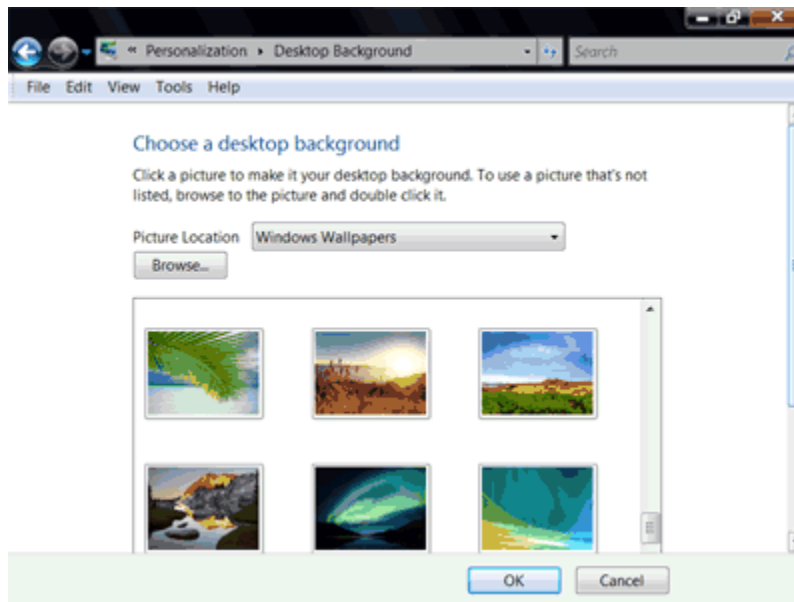
1. Click the Start button. The Start menu will appear.
2. Type the filename you gave your WordPad document in the Search box.
3. Click Files or Folders. The Search Results dialog box will open.
4. Choose an option.
5. Enter your search criteria. Use the table that follows to help you.
6. Click search. The results of your search will appear in the right pane.



## What is wallpaper?

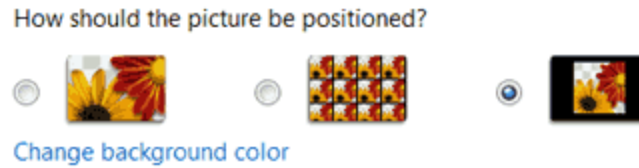
Wallpaper is the background that displays on your desktop.

## How do I change my wallpaper?



1. Click the Start button.
2. Click Control Panel, which is located on the right side of the Start menu. The Control panel appears.
3. Click Change the Desktop Background. It is listed under Appearance and Personalization.
4. Select the wallpaper you want from the ones that appear or click the down-arrow in the picture location field to select another wallpaper category.

- Note:** If you would like to display an image you created, you can click Browse to find the image.
5. Click to select how you want your image to appear on the screen. Choose from the following:



## What are folders?

Folders are used to organize the data stored on your drives. The files that make up a program are stored together in their own set of folders. You will want to organize the files you create in folders. You will want to store files of a like kind in a single folder.

At the highest level, you have some folders and perhaps some files. You can open any of the folders and put additional files and folders into them. This creates a hierarchy.

## How do I create a new folder on my Desktop?

To create a new folder:

1. Make sure pointer is resting by itself...away from any icons.
2. Right click and a...context menu will appear.
3. Highlight New.
4. Click Folder.
5. Type a name for the folder.

# Routine Maintenance

Once every month you should routinely clean house with your computer!

The Disk Cleanup tool helps you free up space on your hard disk by searching your disk for files that you can safely delete. You can choose to delete some or all of the files. Use Disk Cleanup to perform any of the following tasks to free up space on your hard disk:

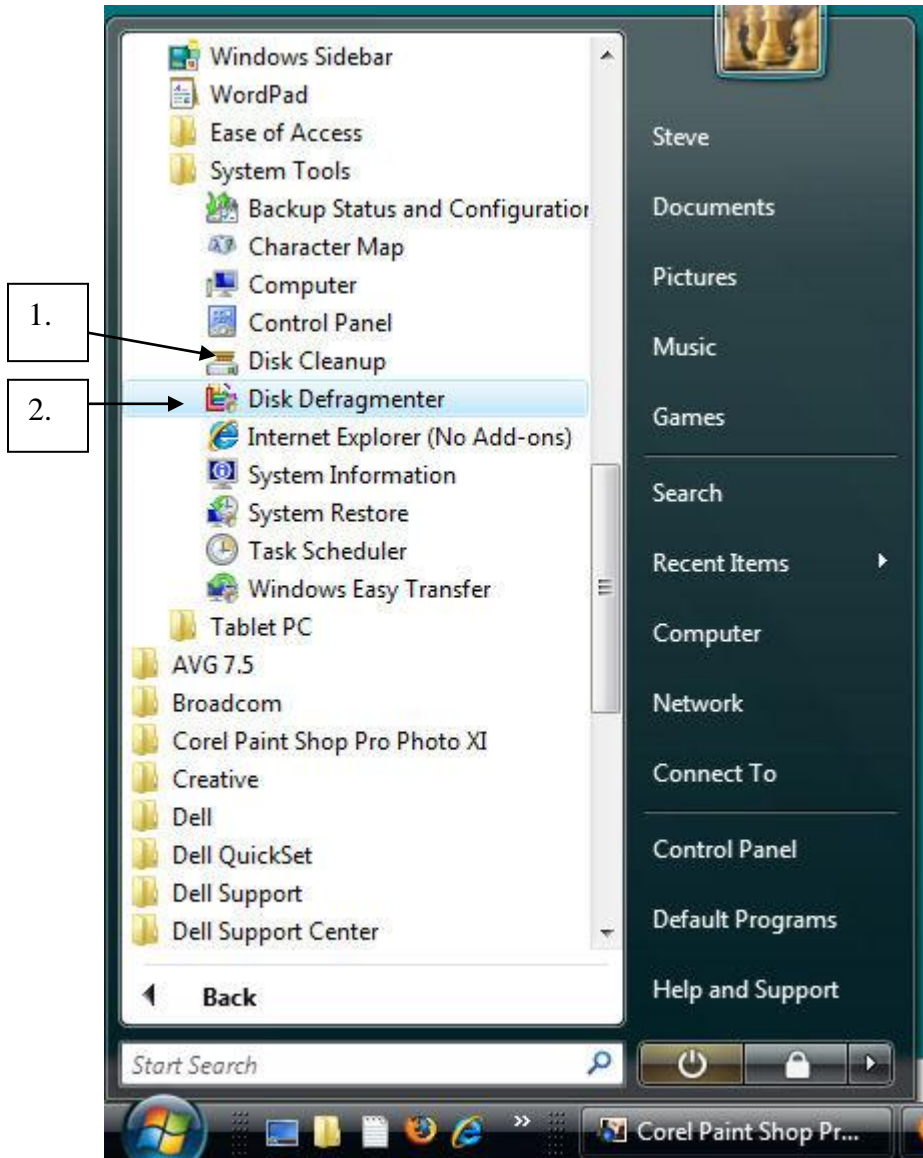
- Remove temporary Internet files.
- Remove downloaded program files. For example, ActiveX controls and Java applets that are downloaded from the Internet.
- Empty the Recycle Bin.
- Remove Windows temporary files.
- Remove optional Windows components that you are not using.
- Remove installed programs that you no longer use.

Defrag works by moving slabs of data to unused parts of the disk, in order to open up a large free section of space. It then assembles the fragmented parts of a file and writes them in one complete piece to the cleared space; it then does the same with the next file; and so on until the entire disk is defragmented.

**\*\*Please note: our machines limit what is available...at home you will see the image below.**

### ***How do I run Disk Cleanup/Defragmenter on my hard drive?***

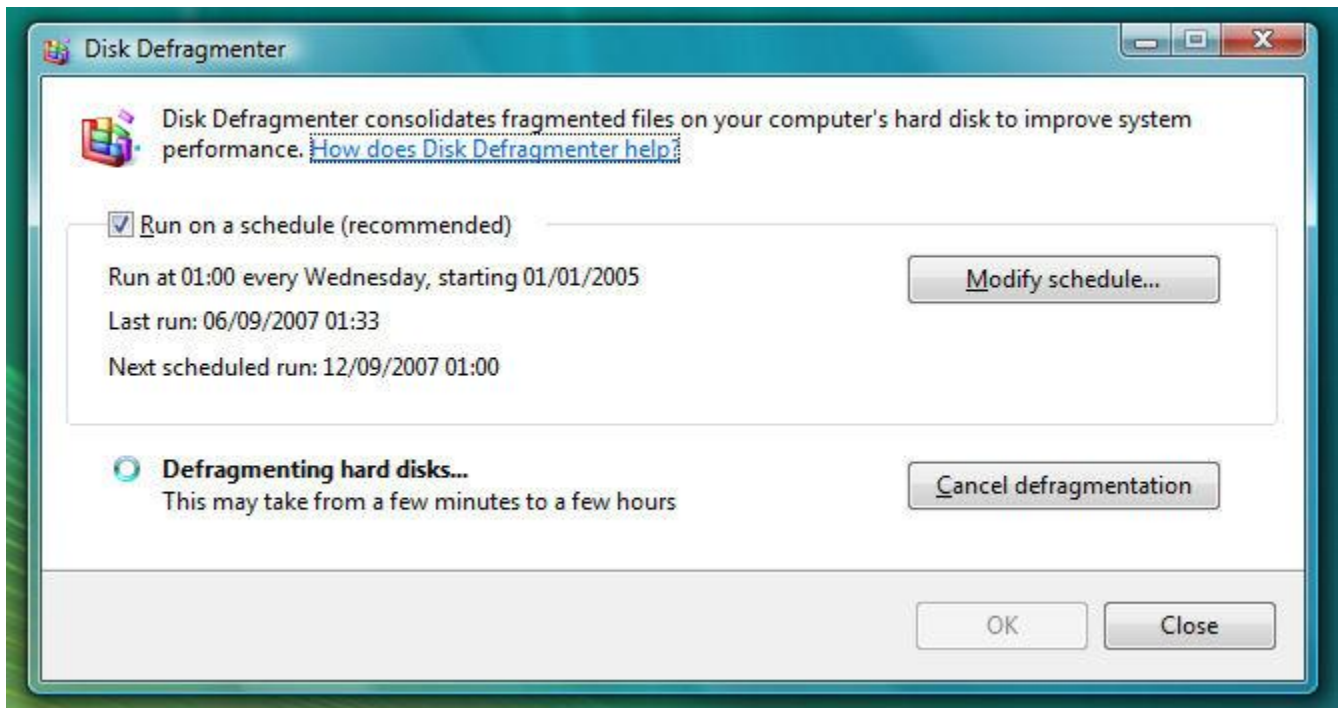
Simply click on your Windows Vista **Start** button and go to **All Programs > System Tools > Disk Cleanup and/or Defragmenter** as show below:



Upon doing so you will be presented with the following Disk Defragmenter prompt screen located below, simply select **Defragment now** and you're good to go!

### ***It says it's "Defragmenting hard disks...", now what?***

Provided you've followed all steps correctly - and I don't doubt you have - you should hopefully be looking at the screen which confirms that the hard drive defragmentation process is currently under way:



It could take anywhere from just a few moments to a few hours before the hard disk defragmentation process is complete. I'd recommend you go ahead and get comfy in front of the TV with a nice cup of coffee while you wait. However, you're more than welcome to continue working on your computer if you wish - it is completely safe. Windows Vista will happily continue de-fragmenting your hard drive while you carry on surfing the internet, finish your homework, or complete that last detail of your business work without worry.

### *Recommended Books, etc..*

Teach yourself visually Windows Vista / McFedries, Paul.

Windows Vista for seniors : for everyone who wants to learn to use the computer at a later age - Beentjes, Ria.

Windows Vista for seniors : in easy steps for the over 50s /

Windows Vista : home entertainment with Windows Media Center and Xbox 360 /

Windows Vista Sidebar : your visual blueprint to developing cool gadgets for the Windows OS /

Free Software Programs:

Virus: Clamwin: <http://www.clamwin.com/content/view/18/46/>

AVG : <http://free.avg.com/>

Firewall : Zone Alarm : <http://www.zonealarm.com/security/en-us/zonealarm-pc-security-free-firewall.htm> (\*firewall already installed with Windows Vista)

Internet : Free 10 hours a month : Juno.com or Netzero.com

