



Formation Office Automation Curriculum - MCAS - MS Windows Vista for the Business Worker in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 676

Goal : Know how to use MS Windows Vista to be more productive, more collaborative, and more efficient. Be effective at protecting, optimizing, and troubleshooting own computers. Also be highly effective in managing mobile and remote computing, managing software, disks, and devicesm, managing files and folders, collaborating.

Audience : Corporate users needing to validate their experience of MS Windows Vista.

Prerequisites : Experience in MS Windows Vista or former MS Windows versions, esp. File management.

Goals :

- Introduction
- Manage Windows Firewall
- Manage malicious software (also called malware) protection
- Configure Windows Update settings
- Lock a computer
- Manage Windows Internet Explorer security
- Configure local user accounts
- Manage network connections
- Manage remote access to your computer
- Connect to another computer
- Access files stored in shared network folders when your computer is offline
- Manage software
- Manage disks
- Manage devices and drivers
- Manage display settings
- Configure multiple monitors
- Install and configure a printer
- Manage Windows Explorer settings
- Manage and secure folders
- Training Conclusion

Pedagogical method : Examples based training, as well as synthesis exemples. Exam preparation is done on a half day included in training schedule (useful as recapitulative exercise, if missed exam).

Suggested duration for presentiel training (days) : 2

Suggested duration for on-line training (days) : 2.4

Daily price in face-to-face : 1050 CHF

Daily price in remote : 504 CHF

Daily price in remote for students : [contact](#) us (only if student card!)

Daily price in remote (with recording) : 5250 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : mcas, 2007, vista, certification mcas, vista training, vista training mcas.

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