

Index

Numbers

- 3-D Flip feature, 68–69
- 32-bit versus 64-bit chips, 6–7

A

- accessibility tools. *See* Speech Recognition
- active content, 153, 156, 190
- ActiveX tool, 190
- Add or Change Home Page dialog box, 125–126
- add-ons. *See also* Internet Explorer 7
 - defined, 127, 131
 - disabling, 129–130
 - finding, 128, 129
 - installing, 128–129
- Advanced Performance Tools menu, 415
- Aero interface. *See* desktop
- antivirus software, 144, 147, 446
- API (Application Programs Interface), 448, 457, 476
- Appearance and Personalization dialog box, 75–77
- Appearance Settings dialog box, 53, 54
- applications. *See* programs
- appointments, 267–269. *See also* Windows Calendar
- audio. *See also* Speech Recognition
 - Sound Recorder tool, 247–249
 - voice Sticky Notes, 254
- audio/video. *See* Media Player 11; Media Center; CDs/DVDs; video
- AutoComplete. *See also* Internet Explorer 7
 - accessing sites using, 103–104
 - defined, 131
 - deleting history, 104–106, 174–175
- Automatic Updates. *See also* Windows Update
 - activating, 140–141
 - defined, 138–139

- overview, 28
- setting options, 431–432
- AutoPlay dialog box, 380, 408–410
- AVI (Audio Video Interleaved) format, 396

B

- backgrounds, desktop, 28, 40–43
- backing up before Registry edits, 449–452
- Backup and Restore Center. *See also* system management
 - backing up data, 20, 429, 435–440
 - Create a Restore Point link, 446
 - defined, 457
 - opening, 436–437
 - restoring data, 440–443
 - risks of data loss, 434–435
 - System Restore link, 444
- Balanced power plan, 402
- Bcc mail recipients, 284
- binary-to-text support, 304
- binary values, 448
- BitLocker Drive Encryption, 166–168, 190
- blocking file downloads, 183
- browsers, 87, 131. *See also* Internet Explorer 7
- bugs, 429
- burning. *See* CDs/DVDs
- Bush, Vannevar, 37

C

- cache space, 409, 424
- Calendar. *See* Windows Calendar
- cameras, digital, 381
- Cc mail recipients, 284
- CDs/DVDs. *See also* devices
 - backing up data on, 20, 429, 435–440
 - burning. *See also* Media Player 11
 - audio CDs, 368, 372–373
 - copyright laws and, 378
 - data CDs/DVDs, 378

- CDs/DVDs (*continued*)
 - defined, 396
 - formatting discs, 380
 - if burning fails, 381
 - locating files, 378
 - in Media Center, 394–395
 - in Media Player, 379–380
 - overview, 377
 - in Photo Gallery, 383
 - video DVDs, 378
 - from Windows Explorer, 378–379
- DVD native resolution, 375
- overview, 3
- rewriteable CDs, 396
- storage capacity, 436
- Vista install DVD, 3, 12, 22
- Checkdisk utility, 21, 453–455
- codecs, 371
- compatibility checking
 - devices, 342–344
 - programs. *See also* Program Compatibility Wizard
 - overview, 342
 - questions/practice exam, 340, 362–364
 - using Program Compatibility Wizard, 344–351
 - using Upgrade Advisor, 342–344
 - Vista security and, 351
 - using Upgrade Advisor. *See also* upgrade installation
 - Caution icons, 18
 - defined, 13–14, 32, 342
 - downloading Advisor, 14–15
 - overview, 20, 23, 24
 - scanning for issues, 15–16
 - viewing scan results, 16–19, 342–344
- compressing files, 261–263, 274
- computer access control. *See* Parental Controls; securing privacy; securing files
- computers. *See also* power and performance options; system management
 - breakage statistics, 434
 - laptops
 - breakage statistics, 434
 - SideShow feature, 272, 274
 - Sleep mode on, 412
 - naming, 27
 - screen resolution, 375
 - speech recognition training, 245
 - viewing in networks, 334
- computing history. *See also* Windows previous versions
 - desktop interface, 37–38
 - DOS era, 37, 81, 341–342
 - networking, 325–326
 - Plug and Play, 352
 - Registry, 447
- Contacts in Calendar, 269–270
- Control Panel, 75–76
- cookies. *See also* Internet Explorer 7; securing privacy
 - allowing/blocking, 171–173
 - defined, 168–169, 190
 - deleting, 170–171
 - security and, 169
 - U.S. government and, 171
- copyright laws, 378
- CPUs (central processing units)
 - defined, 31
 - increasing speed, 407–410, 424
 - speed requirements, 5–6, 7
 - viewing usage data, 416–417
- Create new Data Collector Set wizard, 421–423
- cropping, 258–259, 274. *See also* Snipping tool
- customer support. *See* help tools

D

- Data Collector Sets. *See also* power and performance options
 - creating, 421–423
 - defined, 421, 424
 - viewing reports for, 423
- data management. *See also* files
 - changing file associations, 212–213
 - creating desktop shortcuts
 - defined, 197–198
 - and deleting, 202
 - to folders, 200–202
 - to programs, 198–200

- using metadata, defined, 208–209, 231
- using metadata ratings, 209, 231
- using metadata tags
 - adding to documents, 210–211
 - adding to multiple images, 387–388
 - adding to single images, 385–387
 - adding from Windows Explorer, 388
 - defined, 209–210, 231, 383, 384–385
 - deleting tags, 212, 388
 - Tags menu, 388
 - viewing Tag folders, 384, 385
- overview, 197
- partitioning hard drives
 - assigning drive letters, 224–225
 - deleting partitions, 227
 - using Disk Management tool, 222–227
 - formatting partitions, 225–226
 - shrinking volumes, 223–224
 - specifying volume size, 224, 225
 - steps in, 221–224
 - uses for, 221
- questions/practice exam, 196, 232–234
- searches
 - Advanced Search, 204–207, 211–212
 - from Explorer windows, 207
 - using file extensions, 212–213, 231
 - Instant Search, 203–204
 - using metadata criteria, 208–212
 - overview, 202–203
 - saving, 207–208
 - from Start menu, 203–207
- securing files with XPS
 - creating user accounts, 216–219
 - defined, 214
 - opening XPS files in IE, 215–216
 - overview, 213–214
 - saving files in XPS format, 215
 - setting file permissions, 219–220
 - XPS certificate types, 218–219
- transferring files and settings
 - choosing method, 229–230
 - connecting cables, 230
 - data files, 228
 - using Easy Transfer, 228–231
 - overview, 227–228

- programs, 228
 - selecting items, 230–231
 - in Windows XP, 22
- date and time settings, 29
- decompressing files, 263–265
- default programs to open files, 212–213
- Delete Browsing History dialog box
 - cookies, 170
 - form data, 170, 174–175
 - history, 105–106
 - passwords, 151–152
- Delete File dialog box, 67
- Delete Home Page dialog box, 127
- desktop. *See also* GUI; taskbar; UI
 - Aero interface
 - checking if enabled, 53–54
 - defined, 50–51, 81
 - display settings, 51–53
 - Glass effects, 51, 53, 54–56
 - opaque effect, 56, 81
 - transparency effect, 51, 53, 54–56
 - backgrounds, 28, 40–43
 - defined, 39
 - history of the, 37–38
 - questions/practice exam, 36, 83–84
 - Remote Desktop Connection, 471
 - screen savers
 - adjusting, 45–47
 - choosing, 44–45
 - defined, 44, 81
 - downloading, 50
 - slide shows as, 47–49
 - video as, 50
 - sharing in Meeting Space, 322–325
 - shortcuts on
 - defined, 197–198
 - deleting, 202
 - to folders, 200–202
 - to programs, 198–200
 - Sidebar
 - activating, 75–77
 - deactivating, 77
 - defined, 75, 78, 81
 - moving, 78
 - opening/closing, 77

- desktop (*continued*)
 - Sidebar gadgets
 - adding, 79–80
 - closing, 80
 - defined, 75, 78–79, 81
 - moving, 80
 - Notes gadget, 249
 - Welcome Center window, 39–40
 - Windows Classic mode, 54, 56, 81
- device drivers
 - defined, 361
 - installing, 352, 356
 - overview, 429
 - for printers/scanners, 356
 - updating, 355–356
 - viewing update history, 420
 - WDDM driver, 32
- Device Manager, 353–356, 360
- devices. *See also* hard drives
 - checking compatibility with Vista, 342–344
 - external storage devices. *See also*
 - CDs/DVDs; Flash drives
 - backing up on, 20, 429, 435–440
 - borrowing RAM from, 407–410
 - floppy disks, 20
 - impermanence of, 440
 - iPods, 435
 - MP3 players, 409, 435
 - space capacity, 436
 - syncing media files to, 368, 373–374
 - installing
 - plug-and-play and, 352
 - with proprietary software, 356
 - scanners, 305–307
 - troubleshooting, 353–356
 - uninstalling, 357, 358–360
 - questions/practice exam, 340, 362–364
- dial-up connections, 328, 329. *See also* networks
- Dialing Rules screen in Fax and Scan, 313–314
- digital cameras, 381
- digital photos. *See* photos; Photo Gallery
- Directory Service accounts, 280
- DirectX Diagnostic tool, 475, 476–477
- discs. *See* CDs/DVDs
- Disk Cleanup tool, 20
- Disk Defragmenter, 21, 455–457
- disk drives. *See* hard drives; system management
- Disk Management tool, 222–227
- disks, floppy, 20
- display. *See* desktop; UI; GUI
- Display Settings dialog box, 52
- Display Size button in Photo Gallery, 384
- document review feature in Speech Recognition, 242–243
- documents. *See also* files
 - adding metadata tags, 210–211
 - scanning, 308–310
 - sharing in Meeting Space, 322–325
- domain names, 94
- DOS (Disk Operating System), 37, 81, 341–342
- downloads, blocking, 183
- dpi (dots per inch), 360
- drivers. *See* device drivers
- drives/dual boot. *See* hard drives
- DVDs. *See* CDs/DVDs

E

- e-mail. *See also* Windows Mail
 - meeting invitations, 321–322
 - phishing e-mail, 148–150
 - Remote Assistance invitations, 469–470
- Ease of Access window, 238–239
- Easy Transfer Wizard, 40, 228–231
- editing. *See also* Windows Registry
 - in Paint, 384
 - in Photo Gallery, 383, 388–390
- Encryption, BitLocker Drive, 166–168, 190
- encryption, security, 148, 191
- ESRB (Entertainment Software Rating Board), 392
- EULA (End User License Agreement), 25, 32
- exporting Registry files, 450, 451
- exporting Sticky Notes, 251–253
- external storage devices. *See* devices, external storage
- extracting Zip files, 263–265

F

F1 key access to help tools, 464–465
Favorites Center. *See also* Internet Explorer 7
 defined, 117–118, 131
 Favorites list
 adding sites, 119
 defined, 118
 opening sites, 119–120
 rearranging, 120
 removing sites, 120
 Feeds list
 opening feeds, 122
 removing feeds, 122
 RSS feeds, defined, 120, 132
 subscribing to feeds, 120–121
 viewing feeds, 122
 History list
 days to keep pages in, 124
 deleting items, 124
 viewing, 122–124
Fax and Scan tool
 fax advantages, 302
 fax cover sheets, 312
 fax modem setup, 311
 fax numbers, 313
 forwarding scanned images as e-mails, 311
 forwarding scanned images as faxes,
 310–314
 hardware needed, 304–305
 installing scanners, 305–307
 overview, 305
 reasons to use, 314
 receiving faxes, 312
 scanning documents/photos, 308–310
 sending faxes, 313–314
 starting, 308
 viewing fax process, 314
feeds. *See* RSS feeds
file extensions
 defined, 231
 listed, 274, 396, 436
 searches on, 212–213, 231
file management. *See* data management

file security. *See* securing files
files. *See also* documents
 blocking downloads, 183
 changing associations, 212–213
 compressing, 261–263, 274
 cropping snippets, 258–259
 decompressing, 263–265
 default programs to open, 212–213
 desktop shortcuts to, 200–202
finding. *See* searches
Firewall, Windows. *See also* Security Center
 allowing programs, 143
 defined, 137, 138
 third-party firewalls and, 144
 turning on/off, 142–143
firewalls, defined, 137, 143, 190
Flash drives. *See also* devices; memory
 backing up data on, 429, 435–440
 defined, 191, 424
 ReadyBoost and, 408–410
 saving wireless settings on, 330, 332–333
Flip 3-D feature, 68–69
floppy disks, 20
folders. *See* files
formatting CDs/DVDs, 380
formatting partitions, 225–226

G

gadgets. *See* SideBar
games. *See also* video
 checking ESRB standards, 392
 computer performance and, 391–392
 opening Games Explorer, 390–391
 overview, 390
 restricting access to, 184–186
GB (gigabyte), 32
GIF files, 274
Glass effects, 51, 53, 54–56
Guest accounts, 161
GUI (graphical user interface). *See also* desktop
 defined, 81
 history of, 37–38

H

- hard drives. *See also* system management
 - checking for errors, 21, 453–455, 458
 - cleaning up, 20–21
 - defragmenting, 21, 455–457
 - dual boot partitions
 - defined, 13, 32
 - installing BitLocker on, 166–168
 - installing Vista on, 13, 29–31
 - monitoring, 417
 - partitioning
 - assigning drive letters, 224–225
 - using Disk Management, 222–227
 - formatting partitions, 225–226
 - shrinking volumes, 223–224
 - specifying volume size, 224, 225
 - steps in, 221–224
 - uses for, 221
 - partitions
 - checking size, 21–22
 - defined, 221, 231
 - deleting, 227
 - power surges and, 435
 - searching using IE7, 131
 - hard (memory) faults, 417
 - hardware devices. *See* devices
 - hardware failure monitoring, 419–420
 - hardware firewalls, 143
 - Hardware and Sound window, 353–354, 358–359
 - help tools
 - contextual help, 464–465
 - DirectX Diagnostic, 475, 476–477
 - F1 access to, 464–465
 - Memory Diagnostic, 475, 476, 477
 - Microsoft Customer Support Online, 472, 474–475
 - Microsoft Support Diagnostic, 475, 477
 - questions/practice exam, 462, 478–480
 - Remote Assistance
 - connecting computers, 466–468
 - defined, 466, 477
 - ending sessions, 471
 - opening, 468
 - security risk of, 471
 - sending invitations, 469–470
 - setting time limits, 468
 - starting sessions, 470–471
 - Remote Desktop Connection, 471
 - Vista Newsgroups, 471–472, 473
 - Windows Help and Support
 - accessing, 463, 465
 - Security and Maintenance, 464
 - Table of Contents, 464
 - Troubleshooting, 464
 - Vista demos, 465, 477
 - What's New?, 464
 - Windows Basics, 464
 - Windows Communities, 472
 - Windows Online Help, 464
 - hexadecimal, 452
 - Hibernate mode, 413, 424
 - High Performance power plan, 402
 - history, browsing
 - in Address Bar, 103
 - deleting, 104–106, 173–175
 - in Favorites Center, 122–124
 - history of computing. *See* computing history
 - history, viewing update, 141, 420
 - hive files, 447–448, 450–452, 457
 - HKEY categories, 448, 458
 - home pages. *See also* Internet Explorer 7
 - Home Page icon, 126
 - Home Page menu, 124–125, 126
 - IE7 home page, 88, 89
 - removing pages, 126–127
 - storing multiple pages, 124–126
 - HTML (Hypertext Markup Language), 258
 - HTTP (Hypertext Transfer Protocol) servers, 282
- ## I
- iCalendar format, 272, 273
 - IE7. *See* Internet Explorer 7
 - IMAP (Internet Message Access Protocol) servers, 282
 - importing e-mail messages, 293–295
 - importing Sticky Notes, 253–254
 - Info button in Photo Gallery, 383, 386

- INI files, 447
- installing
 - add-ons, 128–129
 - BitLocker, 166–168
 - device drivers, 352
 - devices
 - failed installation, 353–356
 - plug-and-play and, 352
 - with proprietary software, 356
 - scanners, 305–307
 - uninstalling, 357, 358–360
 - uninstalling programs, 20, 21, 357–358
- installing Windows Vista. *See also* upgrade
 - installation
 - on C: drive, 30
 - choosing options
 - Activate When Online, 23
 - computer name, 27
 - date and time, 29
 - desktop background, 28
 - on first screen, 23–24
 - time zone, 28–29
 - upgrade or new installs, 12–13, 25–26
 - usernames/passwords, 26–27
 - Vista version, 10–11
 - Windows updates, 28
 - on dual boot systems
 - on C: drive, 30
 - defined, 13, 32
 - overview, 30–31
 - reasons for, 29–30
 - installation DVD, 3, 12, 22
 - license agreement, 25, 32
 - on multiple computers, 11
 - new clean (Custom) installation
 - defined, 12
 - on dual boot systems, 13, 29–31
 - overview, 22
 - versus Upgrade option, 25
 - Windows versions and, 22
 - overview, 11, 12
 - questions/practice exam, 2, 33–34
 - product key, 23, 24
 - system requirements
 - overview, 3, 6
 - processor speed, 5–6, 7
 - RAM, 7–8
 - video cards, 8–10
 - Vista Capable PCs, 4–5
 - Vista Premium PCs, 4, 5
 - Web site on, 20
 - Windows PE and, 22
 - interface. *See* UI; desktop; taskbar; GUI
 - Internet, 87
 - Internet Accounts window, 280–281, 296–298
 - Internet addresses (URLs), 132. *See also* Web site
 - addresses
 - Internet connections. *See also* networks
 - checking, 88
 - on networks, 326, 327, 328–329
 - security risks, 137
 - Internet Explorer 7. *See also* Favorites Center;
 - securing IE7
 - accessing Web sites
 - from Address bar, 93–94
 - using AutoComplete, 103–104, 131
 - from Favorites list, 118–120
 - using Live Search, 106–108
 - overview, 102
 - from Recent Pages list, 103
 - add-ons
 - defined, 127, 131
 - disabling, 129–130
 - finding, 128, 129
 - installing, 128–129
 - browsers, defined, 87, 131
 - changing default search engine, 108
 - checking Internet connections, 88
 - cookies
 - allowing/blocking, 171–173
 - defined, 168–169, 190
 - deleting, 170–171
 - security and, 169
 - U.S. government and, 171
 - defined, 87
 - deleting browsing history, 104–106, 173–175
 - error messages, 88

Internet Explorer 7 (continued)

home pages

- Home Page icon, 126
- Home Page menu, 124–125, 126
- IE7 home page, 88, 89
- removing pages, 126–127
- storing multiple pages, 124–126

launching, 87–89

new features, 89–90

Pop-Up Blocker

- adjusting settings, 101–102
- always allow pop-ups, 101
- defined, 97, 98
- enabling/disabling, 97–99
- information bar, 99–101
- pop-ups, defined, 132
- right-clicking pop-ups, 100
- temporarily allow pop-ups, 100
- trusted sites list, 101–102

questions/practice exam, 86, 133–134

printing Web pages, 110–111

Quick Search tool, 89

searching hard drives using, 131

tabbed browsing

- closing tabs, 113–114
- defined, 111, 112
- moving between tabs, 112–113
- moving tabs, 113
- opening new tabs, 111–112
- opening saved tabs faster, 115–116
- overview, 89
- using Quick Tabs, 116–117
- refreshing pages, 108
- saving open tabs, 114–115

user interface, 89–93

zoom features, 109–110

Internet Options dialog box, 105–106, 151–155, 173–174

ISPs (Internet service providers), 87, 279, 326

J

Java/JavaScript, 190

JPG files, 274

junk e-mail, 293. *See also* Windows Mail

K

Kbps (kilobytes per second), 274

keyboard shortcuts. *See* shortcut keys

keys, Registry, 448, 449, 452, 458

L

LAN connections. *See also* networks

defined, 326, 335

dial-up option, 328

wireless LANs, 327, 330–332, 335

laptops. *See also* computers; power and performance options

breakage statistics, 434

SideShow feature, 272, 274

Sleep mode on, 412

license agreement (Vista), 25, 32

Live Search box in IE7, 106–108

loopholes, 429

M

Mailwasher program, 288

malware. *See also* spyware; viruses

antimalware software, 144–146

defined, 144, 190

JavaScript as, 190

MHT files and, 274

protection options, 139

System Restore and, 446

Manage Accounts window, 161, 176–177

Manage Ad-ons dialog box, 129–130

MB (megabyte), 32

Media Center. *See also* Photo Gallery; photos;

video

burning video DVDs, 394–395

defined, 392

live radio, 395–396

navigating, 393

opening/closing, 393

recording TV, 393–394

setting up, 393

- Media Player 11. *See also* CDs/DVDs
 - accessing, 367, 368
 - burning CDs/DVDs
 - audio CDs, 368, 372–373
 - copyright laws and, 378
 - data CDs/DVDs, 378
 - defined, 396
 - formatting discs, 380
 - if burning fails, 381
 - locating files, 378
 - using Media Player, 379–380
 - overview, 377
 - video DVDs, 378
 - from Windows Explorer, 378–379
 - button controls, 368–369
 - codecs, 371
 - defined, 367
 - Library, 368, 369, 371
 - menu bar commands, 367–368
 - Mute button, 369
 - Now Playing option, 367, 369
 - online music/video, 376–377
 - Play/Pause button, 369
 - playlists
 - adding tracks, 370
 - creating, 369–370
 - defined, 396
 - locating items, 369
 - rearranging, 371
 - shuffling, 368, 396
 - questions/practice exam, 366, 397–398
 - Repeat button, 369
 - ripping music from CDs, 368, 371–372
 - syncing files to devices, 368, 373–374
 - troubleshooting, 376
 - URGE link, 368, 371, 396
 - video viewing preferences, 375–376
 - volume control, 369, 377
- Meeting Space feature. *See also* networks
 - adding handouts, 324–325
 - control buttons/menu, 323
 - defined, 318, 335
 - exiting meetings, 325
 - inviting people, 320–322
 - opening, 319
 - overview, 279
 - saving handout edits, 325
 - setting up meetings, 319–320
 - sharing desktop/documents, 322–325
- memory. *See also* RAM
 - diagnostic tool, 475, 476, 477
 - Flash drives. *See also* devices
 - backing up data on, 429, 435–440
 - defined, 191, 424
 - ReadyBoost and, 408–410
 - saving wireless settings on, 330, 332–333
 - monitoring, 417
 - profiles, 408
- Message Rules feature, 290–293
- metadata. *See also* data management
 - defined, 208–209
 - ratings criteria, 209, 231
 - searches on, 208–212
 - tags criteria
 - adding to documents, 210–211
 - adding to multiple images, 387–388
 - adding to single images, 385–387
 - adding from Windows Explorer, 388
 - defined, 209–210, 231, 383, 384–385
 - deleting, 212, 388
 - Tags menu, 388
 - viewing Tag folders, 384, 385
- MHT files, 274
- MHz (megahertz), 32
- microphone setup (speech recognition), 238–242
- Microsoft Customer Support Online, 472, 474–475
- Microsoft One Care program, 147
- Microsoft SpyNet tool, 145
- Microsoft Support Diagnostic tool, 475, 477
- Microsoft Update, 434. *See also* Windows Update
- Microsoft Web sites. *See* Web site addresses
- monitor display. *See* desktop; UI; GUI
- Move window in Windows Mail, 292
- Movie Maker program, 383
- MP3 files, 396
- MP3 players, 409
- MPG files, 396
- MUI (Multilingual User Interface) Pack, 246, 274
- music. *See* Media Player 11; Media Center; CDs/DVDs; video

N

- .NET Passport accounts, 216–218
- Network and Internet window, 315–316
- Network and Sharing Center, 333–334
- networks. *See also* Internet connections; Remote Assistance
 - connections
 - dial-up options, 328, 329
 - Flash drives and, 330, 332–333
 - Internet, 326, 327, 328–329
 - LAN connections, 326, 328, 335
 - Network icon and, 326, 327
 - passwords, 331–332
 - setting up, 327–333
 - viewing available, 327
 - viewing/editing, 333–334
 - WAN connections, 326, 335
 - wireless LANs, 327, 330–332, 335
 - workplace option, 328
 - defined, 326
 - history of, 325–326
 - Meeting Space feature
 - adding handouts, 324–325
 - control buttons/menu, 323
 - defined, 318, 335
 - exiting meetings, 325
 - inviting people, 320–322
 - opening, 319
 - overview, 279
 - saving handout edits, 325
 - setting up meetings, 319–320
 - sharing desktop/documents, 322–325
 - monitoring, 417
 - overview, 279
 - People Near Me feature
 - defined, 315
 - Notification icon, 318
 - opening, 315–316
 - signing in, 317–318
 - user account setup, 316–317
 - questions/practice exam, 278, 336–338
 - Remote Desktop Connection, 471
 - viewing computers in, 334
- New Fax window, 312
- New Mail Rule window, 290–291
- New Scan window, 308–309
- New Simple Volume Wizard, 224–226
- New Toolbar dialog box, 73, 74
- newsgroups. *See also* Windows Mail
 - account setup, 296–298
 - defined, 295–296
 - Mail rules and, 304
 - message threads, 295
 - moderated sites, 301
 - reading, 300, 301–302
 - replying to, 302
 - spammers and, 297
 - starting threads, 302–304
 - subscribing to, 298–301
 - text-based groups, 304
 - Vista newsgroups, 471–472, 473
 - yellow rectangle icon, 300
- newsreader programs, 296, 335
- NNTP (Network News Transfer Protocol), 296–298, 335
- notebook computers. *See* laptops
- Notepad, 256–258
- Notes gadget, 249
- Notes, Sticky. *See* Sticky Notes
- Notification area. *See also* taskbar
 - defined, 57, 70
 - deleting icons, 71–73
 - icons, defined, 70–71
 - Network icon, 326, 327
 - People Near Me icon, 318
 - Security Alert icon, 147

O

- OEM (Original Equipment Manufacturer), 12, 32
- One Care program (Microsoft), 147
- open source, 214, 231
- Open With dialog box, 212–213
- Options dialog box in Windows Mail, 287
- OSes (operating systems), 32
- Outlook Express. *See* Windows Mail

P

- padlock icons, 148
- Paint program, 384
- Parental Controls. *See also* securing IE7
 - accessing controls, 177–179
 - blocking file downloads, 183
 - creating user accounts, 176–177
 - defined, 175–176, 191
 - game restrictions, 184–186
 - program restrictions, 186–187
 - time restrictions, 183–184
 - viewing activity reports, 179, 187–189
 - Web restrictions, 179–182
- partitions/volumes. *See* hard drives
- passkeys, 475, 477
- passwords. *See also* securing privacy
 - choosing on Vista install, 26–27
 - deleting stored, 150–152
 - for network connections, 331–332
 - in Remote Assistance, 470
 - to user accounts, 162–164
 - to Windows Mail accounts, 283
- PCs (personal computers). *See* computers
- Pearl button, 60, 81
- People Near Me feature. *See also* networks
 - defined, 315
 - Notification icon, 318
 - opening, 315–316
 - signing in, 317–318
 - user account setup, 316–317
- performance boosting. *See* power and performance options
- Performance Information and Tools window, 414
- peripheral devices. *See* devices
- Permissions window, 219–220
- Personalize Appearance and Sounds window, 41
- phishing, defined, 94–95, 131
- phishing e-mail, 148–150
- Phishing Filter in IE7, 89, 95–97
- Phone and Modem Options screen in Fax and Scan, 314
- Photo Gallery. *See also* Media Center; photos
 - burning CDs/DVDs, 383
 - defined, 381–382
 - deleting images, 384
 - Details panel, 386–387
 - Display Size button, 384
 - e-mailing images, 383
 - File menu, 383
 - finding files, 382
 - fixing photos, 383, 388–390
 - Info button, 383, 386
 - Make a Movie button, 383
 - menu bar commands, 382–384
 - moving between open images, 384
 - opening, 382
 - opening other image editors, 384
 - organizing with tags. *See also* metadata
 - adding to multiple images, 387–388
 - adding to single images, 385–387
 - adding from Windows Explorer, 388
 - defined, 383, 384–385
 - deleting tags, 388
 - Tags menu, 388
 - viewing Tag folders, 384, 385
 - Paint and, 384
 - Pictures section, 382
 - Print button, 383
 - Redo button, 383, 390
 - Revert button, 390
 - rotating images, 384
 - saving edited photos, 390
 - Slideshow button, 384
 - Thumbnail Image Reset button, 384
 - Undo button, 383
 - Videos section, 382
- photos. *See also* video
 - cropping snippets, 258–260
 - digital cameras and, 381
 - scanning, 308–310
 - slide show screen savers, 47–49
- playlists. *See* Media Player 11
- Plug and Play feature, 352, 361
- PNG files, 274
- Pop-Up Blocker. *See also* Internet Explorer 7
 - adjusting settings, 101–102
 - always allow pop-ups, 101
 - defined, 97, 98
 - enabling/disabling, 97–99

- Pop-Up Blocker (*continued*)
 - information bar, 99–101
 - pop-ups, defined, 132
 - right-clicking pop-ups, 100
 - temporarily allow pop-ups, 100
 - trusted sites list, 101–102
- POP3 (Post Office Protocol) servers, 279, 282, 335
- portable computers. *See* laptops
- power outages, 429
- power and performance options. *See also* system management
 - Advanced Performance Tools, 415
 - backup power, 435
 - Data Collector Sets, 421–424
 - overview, 401
 - power plans
 - custom power plans, 403–405
 - default power plans, 401–402, 407
 - editing custom plans, 405–407
 - Put Computer to Sleep options, 403, 405
 - Turn Off Display options, 403, 405
 - powering-off options
 - accessing, 411–412
 - activating, 413
 - Hibernate mode, 413, 424
 - in other Windows versions, 410–411, 413
 - Sleep mode, 403, 405, 411–413, 424
 - questions/practice exam, 400, 425–426
 - ReadyBoost, 407–410, 424
 - Reliability and Performance Monitor
 - CPU usage, 416–417
 - defined, 414, 424
 - disk I/O transfer, 417
 - Learn More section, 417
 - memory usage/faults, 417
 - network data transfer, 417
 - opening, 414–415
 - Performance Monitor, 417–419, 424
 - Reliability Monitor, 419–420, 424
 - Resource Overview, 415–417, 418
 - speeding up processing, 407–410
 - SuperFetch, 408, 424
 - viewing performance ratings, 414, 416
- Power Saver plan, 402
- print features in Photo Gallery, 383
- printer drivers, 356
- printing Web pages, 110–111
- processors. *See* CPUs
- product key, 23, 24
- Program Compatibility Wizard
 - Administrators and, 347–348
 - checking online solutions, 351
 - defined, 344, 361
 - failed compatibility tests, 351
 - finishing, 350
 - identifying Windows version support, 346–347
 - locating programs to check, 344–346
 - opening, 344, 345
 - saving adjusted display settings, 349
 - selecting display settings, 347, 349
 - sending data to Microsoft, 349–350
 - testing display settings, 348–349
- programs
 - boosting processing speed, 407–410, 424
 - checking compatibility with Vista. *See also* compatibility checking
 - overview, 342
 - questions/practice exam, 340, 362–364
 - using Program Compatibility Wizard, 344–351
 - using Upgrade Advisor, 342–344
 - Vista security and, 351
 - desktop shortcuts to, 198–200
 - in DOS era, 341–342
 - monitoring reliability, 419–420
 - restricting access to, 186–187
 - transferring, 228
 - uninstalling, 20, 21, 357–358
- Programs and Features window, 358
- Protected Mode in IE7, 157–159
- PS/2 connectors, 361

Q

- Quick Launch area in taskbar, 57, 66–67
- Quick Search tool in IE7, 89
- Quick Tabs in IE7, 116–117

R

- radio online, 395–396
 - RAM (random access memory). *See also* memory
 - borrowing, 407–410
 - defined, 32
 - requirements, 7–8
 - ratings criteria, metadata, 209, 231
 - ratings, performance, 414, 416
 - ReadyBoost feature, 407–410, 424
 - Recorder, Sound, 247–249
 - recording TV shows, 393–394
 - Redo button in Photo Gallery, 383, 390
 - refreshing Web pages, 108
 - Registry. *See* Windows Registry
 - Reliability and Performance Monitor. *See also* power and performance options; system management
 - defined, 414, 424
 - Learn More section, 417
 - opening, 414–415
 - Performance Monitor
 - adding counters, 418–419
 - defined, 417, 424
 - removing counters, 419
 - versus Resource Overview, 418
 - Reliability Monitor, 419–420, 424
 - Resource Overview
 - CPU usage, 416–417
 - defined, 415, 416
 - disk I/O transfer, 417
 - memory usage/faults, 417
 - network data transfer, 417
 - versus Performance Monitor, 418
 - Remote Assistance. *See also* help tools
 - connecting computers, 466–468
 - defined, 466, 477
 - ending sessions, 471
 - opening, 468
 - security risk of, 471
 - sending invitations, 469–470
 - setting time limits, 468
 - starting sessions, 470–471
 - Remote Desktop Connection, 471
 - Removable Disk Properties dialog box, 409
 - resolution, screen, 375
 - Restore Hidden Updates option, 28, 141
 - Restore, System. *See also* system management
 - choosing restore points, 444–445
 - creating restore points, 443, 446
 - defined, 443, 458
 - opening, 444
 - running, 445
 - viruses/malware and, 446
 - restoring backup data, 440–443
 - Revert button in Photo Gallery, 390
 - Rights Management Configuration Wizard, 216–219
 - ripping music from CDs, 368, 371–372, 396
 - rotating images, 384
 - RSS (Really Simple Syndication) feeds. *See also* Favorites Center
 - defined, 120, 132
 - opening, 122
 - removing, 122
 - subscribing to, 120–121
 - viewing, 122
 - Run dialog box, 71, 72
- ## S
- saving
 - edited photos, 390
 - files in XPS format, 215
 - Meeting Space handout edits, 325
 - Notepad files as Web pages, 258
 - open Web page tabs, 114–115
 - recorded sound, 248
 - searches, 207–208
 - snippets, 259–260
 - Sticky Notes, 251–253
 - ScanDisk utility, 453–455, 458
 - scanner drivers, 356
 - Scanners and Cameras tool, 305–307. *See also* Fax and Scan tool
 - screen resolution, 375
 - screen savers. *See* desktop
 - search engines, default, 108

- search tools in IE7
 - Live Search, 106–108
 - Quick Search, 89
 - searching hard drives, 131
- searches. *See also* data management
 - Advanced Search, 204–207, 211–212
 - from Explorer windows, 207
 - using file extensions, 212–213, 231
 - Instant Search, 203–204
 - using metadata criteria, 208–212
 - overview, 202–203
 - saving, 207–208
 - from Start menu, 203–207
- securing files. *See also* passwords; user accounts
 - using Bitlocker encryption, 166–168, 190
 - with User Account Control, 139, 164–166
 - with user accounts, 160–164
 - with XPS. *See also* data management
 - creating user accounts, 216–219
 - defined, 214
 - opening XPS files in IE, 215–216
 - overview, 213–214
 - saving files in XPS format, 215
 - setting file permissions, 219–220
 - XPS certificate types, 218–219
- securing IE7. *See also* Internet Explorer 7
 - adjusting security settings
 - active content and, 153, 156, 190
 - default settings, 152–153
 - Fix Settings for Me option, 155–156
 - information bar warnings, 155–157
 - manual adjustment, 153–154
 - antispyware/malware programs, 144–146
 - antivirus software, 144, 147, 446
 - defining threats
 - malware, 144, 190, 274, 446
 - overview, 137
 - phishing, 94–95, 131, 148–150
 - spyware, 137, 144, 191
 - viruses, 137, 191
 - identifying security-encrypted sites, 148, 191
 - MHT files, 274
 - overview, 147
 - padlock icon notifications, 148
 - using Parental Controls
 - accessing controls, 177–179
 - blocking file downloads, 183
 - creating user accounts, 176–177
 - defined, 175–176, 191
 - game restrictions, 184–186
 - program restrictions, 186–187
 - time restrictions, 183–184
 - viewing activity reports, 179, 187–189
 - Web restrictions, 179–182
 - using Phishing Filter, 89, 95–97
 - questions/practice exam, 136, 192–194
 - using Protected Mode, 157–159
- securing privacy
 - using Bitlocker encryption, 166–168, 190
 - deleting browsing history, 104–106, 173–175
 - deleting stored passwords, 150–152
 - managing cookies
 - allowing/blocking, 171–173
 - defined, 168–169, 190
 - deleting, 170–171
 - security and, 169
 - U.S. government and, 171
- security, backward compatibility and, 351
- Security Center. *See also* system management
 - Automatic Updating, 138–139, 140–141
 - color indicators, 139–140
 - defined, 191
 - IE7 Security Settings, 139, 150–159
 - locating, 138, 139
 - malware protection, 139
 - Security Alert icons, 147
 - turning on/off, 140
 - User Account Control, 139, 164–166
 - Windows Defender, 144–146
 - Windows Firewall, 137, 138, 142–144
- Select Files to Add window, 324–325
- Select People window, 290–291
- settings transfers. *See* data management
- sharing. *See also* Remote Assistance
 - calendars, 272–273
 - desktop/documents in Meeting Space, 322–325
 - in Remote Desktop Connection, 471

shortcut keys

- cycling through Windows Tabs, 69–70
- F1 key access to help tools, 464–465
- in IE7

- activating menu bar, 90
- adding pages to Favorites, 119
- closing tabs, 113
- moving between tabs, 113
- opening new tabs, 112
- refreshing Web pages, 108
- typing URLs, 94
- zooming in/out, 110

- opening/minimizing windows, 68
- sending e-mail messages, 286

Shrink to Fit (print) feature, 110, 111

shuffling playlists, 368, 396

Sidebar. *See also* desktop

- activating, 75–77
- deactivating, 77
- defined, 75, 78, 81
- gadgets

- adding, 79–80
- closing, 80
- defined, 75, 78–79, 81
- moving, 80
- Notes gadget, 249

- moving, 78
- opening/closing, 77

SideShow feature, 272, 274

Simpson, Alan, 383

64-bit versus 32-bit chips, 6–7

Sleep mode, 403, 405

slide show screen savers, 47–49

slideshows in Photo Gallery, 384

SMTP (Simple Mail Transfer Protocol) servers, 279, 335

Snipping tool. *See also* Windows Vista tools

- cropping snippets, 258–259
- defined, 258, 274
- pen/highlighter tools, 259
- Photo Gallery and, 260
- saving snippets, 259–260

software. *See* device drivers; programs

sound. *See also* Speech Recognition

- Sound Recorder tool, 247–249
- voice Sticky Notes, 254

sound/video. *See* CDs/DVDs; Media Center; Media Player 11; video

spammers, 297

Speech Recognition. *See also* Windows Vista tools

- adjusting options, 244
- defined, 237, 274
- document review feature, 242–243
- future development, 247
- locating common commands, 243, 246
- microphone setup, 238–242
- using multiple languages, 246
- running at startup, 243–244
- seeing in action, 247
- speech tutorial, 242–244
- training your computer, 245

spoofers/spoofing, 149, 191

spyware. *See also* malware; viruses

- antispyware software, 144–146
- defined, 137, 144, 191

Standard user accounts, 160–161, 162

Standby mode, 411, 424

Start button, 57, 59–60

Start menu. *See also* desktop; taskbar

- Advanced Search, 204–207, 211–212
- in Classic mode, 62–63, 65
- customizing, 63–66
- defined, 61–62
- Instant Search, 203–204
- launching, 60
- Network feature, 334
- overview, 67
- power-off buttons, 411–412

Start a Shared Session window, 322–323

startup programs, 71–73

Sticky Notes. *See also* Windows Vista tools

- accessing the tool, 250
- copying/pasting, 254–255
- date and time, 251, 254
- defined, 249, 274
- deleting, 251
- navigating, 251
- versus Notes gadget, 249
- opening new, 251
- opening saved, 253–254

Sticky Notes (*continued*)

- replacing, 254
- saving, 251–253
- voice Sticky Notes, 254
- writing, 250–251

storage devices. *See* devices, external storage
string values, 448

subscribing to calendars, 271–272

subscribing to newsgroups, 298–301

SuperFetch feature, 408, 424

syncing media files to portable devices, 368,
373–374

System Configuration dialog box, 71, 73

System and Maintenance window, 222

system management. *See also* help tools; power
and performance options

Backup and Restore Center

- backing up data, 20, 429, 435–440
- Create a Restore Point link, 446
- defined, 457
- opening, 436–437
- restoring backups, 440–443
- risks of data loss, 434–435
- System Restore link, 444

Device Manager, 353–356, 360

Disk Management, 222–227

hard drives. *See also* hard drives

- checking for errors, 21, 453–455, 458
- cleaning up, 20–21
- defragmenting, 21, 455–457
- partitioning, 221–227

questions/practice exam, 428, 459–460

System Restore

- choosing restore points, 444–445
- creating restore points, 443, 446
- defined, 443, 458
- opening, 444
- running, 445
- viruses/malware and, 446

system utilities

- defined, 453, 458
- Disk Defragmenter, 455–457
- ScanDisk/Checkdisk, 453–455, 458

uninstalling programs, 20, 21, 357–358

updating device drivers, 355–356

Windows Registry

- defined, 424, 446, 458
- history of, 447
- organization of, 447–448
- overview, 341

Windows Registry, editing

- backing up before, 449–452
- keys and values, 452
- overview, 446, 448–449
- problems helped by, 452
- to speed up Start menu, 453
- starting Registry Editor, 449–450

Windows Update

- Ask Me Later option, 28
- Automatic Update options, 138–141,
431–432
- Change Settings window, 431–432
- Check for Updates link, 432–433
- defined, 429–430, 458
- Never Check for Updates option, 432
- opening, 430–431
- Restore Hidden Updates option, 28, 141
- Ultimate Extras link, 431
- View Available Updates link, 433–434
- viewing update history, 141, 420

System Properties dialog box, 466, 467, 468

system requirements. *See also* installing Windows

Vista

- overview, 3, 6
- processor speed, 5–6, 7
- RAM, 7–8
- video cards, 8–10
- Vista Capable PCs, 4–5
- Vista Premium PCs, 4, 5
- Web site on, 20

system tray. *See* Notification area

System window, 7, 466, 467

T

tabbed browsing. *See* Internet Explorer 7

tags. *See also* metadata; Photo Gallery

adding to documents, 210–211

adding to multiple images, 387–388

adding to single images, 385–387

- adding from Windows Explorer, 388
- defined, 209–210, 231, 383, 384–385
- deleting tags, 212, 388
- Tags menu, 388
- viewing Tag folders, 384, 385
- taskbar. *See also* desktop
 - adding toolbars, 73–74
 - defined, 57, 81
 - hiding/unhiding, 58–59
 - locking/unlocking, 57–58
 - moving, 57–58
 - Notification area
 - defined, 57, 70
 - deleting icons, 71–73
 - icons, defined, 70–71
 - Network icon, 326, 327
 - People Near Me icon, 318
 - Security Alert icon, 147
 - Quick Launch area, 57, 66–67
 - removing toolbars, 75
 - Start button, 57, 59–60
 - Start menu
 - Advanced Search, 204–207, 211–212
 - in Classic mode, 62–63, 65
 - customizing, 63–66
 - defined, 61–62
 - Instant Search, 203–204
 - launching, 60
 - Network feature, 334
 - overview, 67
 - power-off buttons, 411–412
 - speeding up launch, 453
 - Windows Tabs area
 - 3-D flipping through, 68–69
 - Alt+Tab cycling through, 69–70
 - defined, 57, 68
 - group option, 68
 - opening/minimizing windows, 68
- tasks in Calendar, 266–267
- terminals, 325
- 32-bit versus 64-bit chips, 6–7
- 3-D Flip feature, 68–69
- Thumbnail Image Reset button, 384
- time and date settings, 29
- time restrictions, online, 183–184
- time zone options, 28–29
- toolbars
 - defined, 81
 - menu toolbar in IE7, 90–91
 - on taskbar, 73–75
- transferring files and settings. *See also* data management
 - choosing method, 229–230
 - connecting cables, 230
 - data files, 228
 - using Easy Transfer, 40, 228–231
 - overview, 227–228
 - programs, 228
 - selecting items, 230–231
- transparency effect. *See also* desktop
 - defined, 54–55, 81
 - settings for, 52–53, 55–56
 - in Windows XP, 9
- troubleshooting
 - compatibility. *See* compatibility checking
 - device installation, 352–356
 - getting help with. *See* help tools
 - Media Player 11, 376
 - performance. *See* power and performance options
 - system. *See* system management
- Turn Off Display options, 403, 405
- TV show recording, 393–394

U

- UAC (User Account Control), 139, 164–166
- UI (user interface). *See also* desktop; GUI
 - defined, 82
 - history of, 37–38
 - in IE7, 89–93
- Undo button in Photo Gallery, 383
- uninstalling. *See* installing
- updating Windows. *See* Windows Update
- updating device drivers, 355–356
- upgrade installation. *See also* installing
 - Windows Vista
 - versus Custom option, 25
 - defined, 12, 25
 - overview, 11

upgrade installation. *See also* installing Windows Vista (*continued*)
 preparing for
 backing up files, 13, 20
 checking partition size, 21–22
 cleaning up drives, 20–21
 defragmenting drives, 21
 in previous Windows versions, 22
 running Upgrade Advisor before
 Caution icons, 18
 defined, 13–14, 32, 342
 downloading Advisor, 14–15
 overview, 20, 23, 24
 scanning for issues, 15–16
 viewing scan results, 16–19, 342–344
 URGE service, 368, 371, 396
 URLs (Uniform Resource Locators), 132. *See also* Web site addresses
 USB Flash drives. *See also* devices; memory
 backing up data on, 429, 435–440
 defined, 191, 424
 ReadyBoost and, 408–410
 saving wireless settings on, 330, 332–333
 USB (Universal Serial Bus) connectors, 361
 Usenet, 335. *See also* newsgroups
 User Account Control (UAC), 139, 164–166
 user accounts. *See also* securing files; securing privacy
 Administrator accounts, 160–161, 162
 creating
 for children, 176–177
 .NET Passport accounts, 216–218
 newsgroup accounts, 296–298
 in People Near Me, 315–317
 in securing files with XPS, 216–219
 steps in, 161–162
 in Windows Mail, 279–283
 Guest accounts, 161
 names, 162
 passwords, 162–164
 Standard accounts, 160–161, 162
 User Accounts and Family Safety window, 188–189
 user interface. *See* UI; desktop; GUI
 usernames, 26–27, 283. *See also* passwords

V

values, Registry, 448, 449, 452
 video/audio. *See* CDs/DVDs; Media Center; Media Player 11
 video card requirements, 8–10
 video games. *See* games
 video screen savers, 50
 Videos section in Photo Gallery, 382
 viruses. *See also* malware; spyware
 antivirus software, 144, 147, 446
 defined, 191
 overview, 137
 voice Sticky Notes, 254. *See also* Speech Recognition
 volume controls in Media Player 11, 369, 377
 volumes (partitions). *See* hard drives

W

wallpaper, 82. *See also* backgrounds, desktop
 WANs (wide area networks), 326, 335
 WAV files, 274
 WDDM (Windows Vista Display Driver), 32
 Web access restrictions, 179–182
 Web feeds. *See* RSS feeds
 Web site addresses
 CClean, 21
 Mailwasher, 288
 Microsoft
 Customer Support Online, 474
 Microsoft Update, 434
 shared calendars, 272
 Tech Net, 20
 Upgrade Advisor, 13
 Vista Starter 2007, 11
 Windows Communities, 472
 Windows Marketplace, 394
 Welcome Center window, 39–40
 Windows Boot Manager, 30–31
 Windows Calendar. *See also* Windows Vista tools
 Contacts window, 269–270
 defined, 265–266
 iCalendar format, 272, 273

- inviting attendees, 269–270
- making appointments, 267–269
- publishing calendars, 272–273
- setting reminders, 267, 269
- setting up tasks, 266–267
- sharing calendars, 272–273
- subscribing to calendars, 271–272
- Windows Classic mode
 - in checking if Aero enabled, 54, 56
 - customizing, 65
 - defined, 81
 - enabling, 62–63
- Windows Color and Appearance dialog box, 55–56
- Windows Communities. *See* newsgroups
- Windows Defender, 144–146
- Windows Easy Transfer Wizard, 40, 228–231
- Windows Explorer
 - adding image tags from, 388
 - burning CDs/DVDs from, 378–379
 - opening, 454
 - viewing device properties, 410
- Windows Failures in Reliability Monitor, 419–420
- Windows Fax and Scan. *See* Fax and Scan tool
- Windows help. *See* help tools
- Windows Mail. *See also* e-mail
 - account setup
 - e-mail addresses, 281
 - e-mail servers, 281–282
 - IMAP servers, 282
 - POP3 servers, 279, 282, 335
 - preparing for, 279–280
 - steps in, 280–283
 - usernames/passwords, 283
 - Web-based accounts and, 282
 - e-mail messages
 - appointment invitations, 270
 - attaching files, 285–286
 - attaching images, 383
 - Bcc/Cc recipients, 284
 - creating, 284–285
 - entering addresses, 284
 - finding, 288–290
 - importing from other programs, 293–295
 - organizing with rules, 290–293
 - receiving, 288
 - sending, 286–288
 - sorting, 288–289
 - junk e-mail options, 293
 - Mailwasher and, 288
 - newsgroups
 - account setup, 296–298
 - defined, 295–296
 - Mail rules and, 304
 - message threads, 295
 - moderated sites, 301
 - reading, 300, 301–302
 - replying to, 302
 - spammers and, 297
 - starting threads, 302–304
 - subscribing to, 298–301
 - text-based groups, 304
 - Vista newsgroups, 471–472, 473
 - yellow rectangle icon, 300
 - opening, 280
 - questions/practice exam, 278, 336–338
 - SMTP servers, 279, 335
- Windows PE (Preinstallation Environment), 22
- Windows previous versions. *See also* computing history
 - DOS and, 341
 - powering-off options, 410–411, 413
 - upgrading in, 22
 - Windows XP
 - Files and Settings Transfer Wizard, 22
 - Hibernate mode, 413
 - Quick Launch area, 67
 - restricting computer access in, 175
 - System State backup, 449
 - transparency effect, 9
- Windows Registry. *See also* system management
 - defined, 424, 446, 458
 - editing
 - backing up before, 449–452
 - keys, 452
 - overview, 446, 448–449
 - problems correctable by, 452
 - to speed up Start menu, 453
 - starting Registry Editor, 449–450

- Windows Registry (*continued*)
 - history of, 447
 - organization of, 447–448
 - overview, 341
- Windows SideShow feature, 272, 274
- Windows Tabs area. *See also* taskbar
 - 3-D flipping through, 68–69
 - Alt+Tab cycling through, 69–70
 - defined, 57, 68
 - group option, 68
 - opening/minimizing windows, 68
- Windows Update. *See also* Microsoft Update; system management
 - Ask Me Later option, 28
 - Automatic Updates
 - activating, 140–141
 - defined, 138–139
 - overview, 28
 - setting options, 431–432
 - Change Settings window, 431–432
 - Check for Updates link, 432–433
 - defined, 429–430, 458
 - Never Check for Updates option, 432
 - opening, 430–431
 - Restore Hidden Updates option, 28, 141
 - Ultimate Extras link, 431
 - View Available Updates link, 433–434
 - viewing update history, 141, 420
- Windows Vista. *See also* desktop; installing Windows Vista
 - 32-bit versus 64-bit chips, 6–7
 - connection options, 279
 - defined, 3
 - dialog box buttons, 49
 - right-click menus, 59
 - tiling and, 43
 - transparency effects, 8, 9
 - versions, 10–11
- Windows Vista Bible* (Simpson), 383
- Windows Vista tools
 - Calendar
 - Contacts window, 269–270
 - defined, 265–266
 - iCalendar file format, 272, 273
 - inviting attendees, 269–270
 - making appointments, 267–269
 - publishing calendars, 272–273
 - setting reminders, 267, 269
 - setting up tasks, 266–267
 - sharing calendars, 272–273
 - subscribing to calendars, 271–272
- Notepad, 256–258
- overview, 237
- questions/practice exam, 236, 275–276
- SideShow, 272, 274
- Snipping
 - cropping snippets, 258–259
 - defined, 258, 274
 - pen/highlighter tools, 259
 - Photo Gallery and, 260
 - saving snippets, 259–260
- Sound Recorder, 247–249
- Speech Recognition
 - adjusting options, 244
 - defined, 237, 274
 - document review feature, 242–243
 - future development, 247
 - locating common commands, 243, 246
 - microphone setup, 238–242
 - using multiple languages, 246
 - running at startup, 243–244
 - seeing in action, 247
 - speech tutorial, 242–244
 - training your computer, 245
- Sticky Notes
 - accessing, 250
 - copying/pasting, 254–255
 - date and time, 251, 254
 - defined, 249, 274
 - deleting, 251
 - navigating, 251
 - versus Notes gadget, 249
 - opening new, 251
 - opening saved, 253–254
 - replacing, 254
 - saving, 251–253
 - voice Sticky Notes, 254
 - writing, 250–251

WinZip
 adding items to Zip files, 262
 compressing files, 261–263
 compression, defined, 274
 decompressing files, 263–265
 defined, 260–261
 naming zipped files, 262
 WordPad, 255–256, 274
Windows XP. *See* Windows previous versions
WinZip. *See* Windows Vista tools
wireless LAN connections, 327, 330–332, 335.
 See also networks
WMA files, 274
WMV files, 274
WordPad, 255–256, 274
worms, 191

X

XML (eXtensible Markup Language), 231
XPS (XML Paper Specification). *See also*
 securing files
 creating user accounts, 216–219
 opening XPS files in IE, 215–216
 overview, 213–214
 saving files in XPS format, 215
 setting file permissions, 219–220
 XPS certificate types, 218–219
 XPS, defined, 214, 231

Z

Zip files. *See* WinZip

