

Microsoft

Microsoft
CERTIFIED
Application
Specialist

Step by Step



Windows Vista™

Build *exactly* the skills you need.
Learn at the pace *you* want.



**DOCKET
ALARM**

Find authenticated court documents without watermarks at docketalarm.com.

Microsoft®

Windows Vista™ Step by Step

Joan Preppernau and Joyce Cox

PUBLISHED BY

Microsoft Press
A Division of Microsoft Corporation
One Microsoft Way
Redmond, Washington 98052-6399

Copyright © 2007 by Joan Preppernau, Joyce Cox, and Online Training Solutions, Inc.

All rights reserved. No part of the contents of this book may be reproduced or transmitted in any form or by any means without the written permission of the publisher.

Library of Congress Control Number: 2006937013

Printed and bound in the United States of America.

5 6 7 8 9 Q W T 2 1 0 9 8 7

Distributed in Canada by H.B. Fenn and Company Ltd.

A CIP catalogue record for this book is available from the British Library.

Microsoft Press books are available through booksellers and distributors worldwide. For further information about international editions, contact your local Microsoft Corporation office or contact Microsoft Press International directly at fax (425) 936-7329. Visit our Web site at www.microsoft.com/mspress. Send comments to mspinput@microsoft.com.

Microsoft, Microsoft Press, Aero, ClearType, Dexterity, DirectX, Excel, Internet Explorer, MSN, OneNote, Outlook, PowerPoint, SharePoint, Windows, Windows Live, Windows Media, Windows Server, and Windows Vista are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Other product and company names mentioned herein may be the trademarks of their respective owners.

The example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious. No association with any real company, organization, product, domain name, e-mail address, logo, person, place, or event is intended or should be inferred.

This book expresses the author's views and opinions. The information contained in this book is provided without any express, statutory, or implied warranties. Neither the authors, Microsoft Corporation, nor its resellers, or distributors will be held liable for any damages caused or alleged to be caused either directly or indirectly by this book.

Acquisitions Editor: Juliana Aldous Atkinson

Project Editor: Sandra Haynes

Editorial Production: Online Training Solutions, Inc.

Body Part No. X12-48750

1	Getting Started with Windows Vista	1
	Sidebar: Upgrading to Windows Vista	2
	Logging On to Windows Vista	3
	Sidebar: Networks, Domains, and Workgroups	4
	Activating Windows	7
	Sidebar: Identifying Genuine Windows Software	11
	Sidebar: The Perils of Piracy	12
	Updating Windows System Files	12
	Sidebar: Switching Quickly Among Users	17
	Ending a Computing Session	18
	Making Your Computer Easier to Use	21
	Key Points	25
	Keyboard Shortcuts	25
2	Working Efficiently in Windows Vista	27
	Finding Your Way Around the Windows Desktop	28
	Using and Modifying the Start Menu	30
	Finding Your Way Around Your Computer	39
	Using and Modifying the Taskbar	45
	Creating Shortcuts to Files, Folders, and Programs	54
	Rearranging and Deleting Items on the Desktop	57
	Key Points	59
	Keyboard Shortcuts	59
3	Working with Folders and Files	61
	Navigating to Folders and Files	62
	Sidebar: Accessing Your Entire Network	69
	Viewing Folders and Files in Different Ways	70
	Viewing Information About a Folder or File	78
	Creating, Renaming, and Deleting Folders and Files	82
	Moving and Copying Folders and Files	87
	Finding Specific Information	90
	Key Points	94
	Keyboard Shortcuts	95

Introducing Windows Vista

Windows Vista is the latest and greatest in the illustrious line of Windows operating systems from Microsoft. The successor to Microsoft Windows XP, this operating system is specifically designed to fill the needs of both business and personal users. As soon as you turn on a computer running Windows Vista, you'll notice the slick look of the new user interface. If your computer has the hardware necessary to display the Windows Aero color scheme, the high-quality visual effects will contribute significantly to your overall computing experience.

But this new version of Windows isn't just pretty to look at. It takes secure computing to a new level. In addition to providing accessory programs that help you monitor and protect your computer, it works behind the scenes to help keep malicious programs and malicious people at bay, and alerts you if a program or a person tries to make any changes that might affect the stability of the system.

After you get used to its sophisticated design and you come to rely on its new security features, you will probably start noticing the many Windows Vista features that increase your efficiency and productivity. Finding files has never been simpler or faster; simply type a word you know exists in the file you are looking for, and Windows Vista instantly shows you all the files stored on your system that contain the word. Getting the information you need to complete the task at hand is a snap; simply click the help links in windows and dialog boxes to learn about the available choices. Need to see whether a particular date falls on a weekend, keep track of the time in another country, or remove the red-eye from the photograph you want to use on your new business card? Take advantage of the many programs that come with Windows Vista to take care of these and other tasks, all from your computer desktop.

See Also For more complete coverage of media-related features and accessories such as [Windows Contacts](#), [Windows Mail](#), [Windows Live Messenger](#), and [Windows Meeting Space](#), consult *Microsoft Windows Vista Step by Step, Deluxe Edition* by Joan Preppernau and Joyce Cox (Microsoft Press, 2007).

Because Windows Vista has so many new features, we don't identify them with a special margin icon as we did in previous versions of this book. We do, however, list the features here, categorized by Windows Vista edition.

Many of the features introduced in Windows Vista run behind the scenes and don't require you to do anything. We don't cover these features in this book because it is unlikely that you will have to work with them.

Explore Litigation Insights

Docket Alarm provides insights to develop a more informed litigation strategy and the peace of mind of knowing you're on top of things.

Real-Time Litigation Alerts



Keep your litigation team up-to-date with **real-time alerts** and advanced team management tools built for the enterprise, all while greatly reducing PACER spend.

Our comprehensive service means we can handle Federal, State, and Administrative courts across the country.

Advanced Docket Research



With over 230 million records, Docket Alarm's cloud-native docket research platform finds what other services can't. Coverage includes Federal, State, plus PTAB, TTAB, ITC and NLRB decisions, all in one place.

Identify arguments that have been successful in the past with full text, pinpoint searching. Link to case law cited within any court document via Fastcase.

Analytics At Your Fingertips



Learn what happened the last time a particular judge, opposing counsel or company faced cases similar to yours.

Advanced out-of-the-box PTAB and TTAB analytics are always at your fingertips.

API

Docket Alarm offers a powerful API (application programming interface) to developers that want to integrate case filings into their apps.

LAW FIRMS

Build custom dashboards for your attorneys and clients with live data direct from the court.

Automate many repetitive legal tasks like conflict checks, document management, and marketing.

FINANCIAL INSTITUTIONS

Litigation and bankruptcy checks for companies and debtors.

E-DISCOVERY AND LEGAL VENDORS

Sync your system to PACER to automate legal marketing.