

Windows Vista: Least You Need to Know


Windows Vista is Microsoft's newest operating system. Vista includes many new features, including an updated graphical user interface. This guide is intended to serve as a basic reference for faculty, students, and staff at Indiana University as they begin to use Vista Enterprise edition in classrooms and labs.

How do I log on to a computer running Vista?

- There have not been any changes in the way you log on to a computer.
- Press CTRL + ALT + DELETE, as usual, to bring up the Welcome screen and then type in your user name and passphrase.

How do I open the Start menu?

- Click on the Start button, which is located in the bottom-left corner of the screen, to open the Start menu.



The left panel of the context-sensitive **Start menu** changes depending on what command is selected.

Click on the name of a program from the menu to **launch a commonly used application**.

Click on **All Programs** to display a list of all applications available on your computer.

Click on the **Start button** to open the Start menu.

Type the name of a program in the Instant **Search box** to launch an application quickly. For example, if you want to start Microsoft Word, simply type "word" in the Search box and then press the Enter key. You can also use the Instant Search box to search for other files and folders.

Click on the arrow button to open a menu that allows you to **log off**, or click the Logoff command in the left panel of the Start menu.

How do I log off?

- Click on the Logoff icon on the desktop or use the Logoff command in the left panel of the Start menu.
- You can also click on the arrow button in the bottom-right corner of the Start menu and then choose "Log off" from the drop-down menu that appears.

How do I restart the computer?

- To restart the computer, you must first log off.
- When prompted, press CTRL + ALT + DELETE to begin to log on again.
- The User name and Password fields will appear in the middle of the screen, and a red power button and arrow will appear in the bottom-right corner of the screen.
- To restart the computer, click on the arrow button. When the drop-down menu appears, click restart.

Where can I go to get additional information about Vista?

- To learn more about the new features available in Vista, go to <http://ittraining.iu.edu/workshops/vista>.
- For more training and support, see <http://ittraining.iu.edu/>.