



MOS WINDOWS VISTA COURSE



The **MOS (Microsoft Office Specialist) Windows Vista Course** will help students to master the Windows Vista environment.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Windows Vista exam (70-600).

This Microsoft certification credential demonstrates proficiency in the newest standard of the world's foremost desktop computing applications.

MOS certifications are primarily for anyone who uses Microsoft Office programs as a vital part of their job functions. These certifications cover the entire Microsoft Office Suite.

Please Note: This course is not compatible with Apple Mac Computers.

The Course Consists of the Following Items:

- A four-colour, tri-fold, six-sided Course Card
- Officially endorsed MOS Courses books with accompanying CD Rom's containing exercise files
- An additional interactive CBT Course CD covering the MOS syllabus
- Online CertBlaster Exam Preparation Software

➤ **MOS Windows Vista Course Card:**

Access the most important information you need quickly and easily with this new four-colour, tri-fold, six-sided Course Card! The Course Card contains vital information for both basic and advanced skills and offers something for students of all levels.

➤ **MOS Windows Vista Basics Course Book:**

This Course Book covers the basic functions and features of the Windows Vista Operating System. Students will cover the Windows Vista environment, Windows Help and Support, folders and gadgets, content management, customisation, Internet Explorer and multimedia.

The following topics are covered by this lesson: The Windows Vista desktop; The taskbar and Start menu; Window management; Windows Help and Support; Folders; Sidebar and Gadgets; Content searches; The desktop and Start menu; System settings; Web browsing and Customisation and Multimedia content.

Price:
£125.00

Instalment Options:
You can spread the payments for this course over 4 monthly payments. 1 initial payment of £50.00, followed by 3 monthly payments of £25.00.

Course Format:
Course Books, CD Rom & Online Exam Preparation Software

Assessment:
Microsoft MOS Examination

Approximate Study Time:
80 Hours of Self Study

➤ **MOS Windows Vista Advanced Course Book:**

This course book builds on the skills and concepts taught in the Windows Vista Basic Course Book. Students will cover system management, managing multiple users, managing passwords, file management, print management, networking and collaboration tools.

The following topics are covered by this lesson: Security Center; Windows Defender; System Restore; Windows Vista user accounts; User switching; Managing passwords; Advanced file and folder management; Disk maintenance; Using Windows Backup; Windows printing; Managing print jobs; Windows Networking; Sharing files; Sharing printers; Windows Meeting Space; and Windows Calendar.

➤ **CBT Course CD Rom:**

An interactive CBT CD Rom Based course covering the syllabus is included as an alternative to the paper-based materials.

➤ **CertBlaster Online Exam Preparation Software**

The course also comes with DTI Publishing's Online CertBlaster exam preparation software absolutely free. CertBlaster covers mock examination questions in multiple choice or multiple answer formats. This software is the perfect addition to help prepare for your exam.

Pre-Requirements:

There are no particular entry requirements as the course is set out for beginners although students will need to be running the Windows Vista Operating system.

Course Duration & Support:

Students may register at any time. The courses are designed as self-study courses but if you have any problems you can email our email support. As the course is self study you can complete in as little or as long a time as you prefer, and we do not impose a cut-off date for study.

Assessment:

Assessment is in the form an MOS Examination. Examinations are in a multiple choice/multiple answer format.

Qualification:

On Completion of Course, you can apply for your **Microsoft Windows Vista 70-600 Examination**.

Examinations must be sat at a registered Certiport testing centre. Exam Vouchers can be bought directly from Prodigy UK for £65.00 and you can locate testing centres and schedule appointments on their Website: www.prodigyuk.co.uk.

Please Note: Exam Centre's will usually charge an additional proctoring fee (Approximately £20.00) for sitting exams.

