

Windows Vista

- New Year Party Celebration
- Diwali Festival
- Welcome to New MS-CIT Learners
- My Daughter's Birthday
- My Country
- A day in office

New Year Party Celebration

Cheers to New Year

Windows Vista

Objective: To decorate a desktop for New Year Party

Activity 1

Tips:

- Set as wall paper for a New Year Party
- Apply 'Drum' shape to mouse pointer



Sweet Memories of Last Year

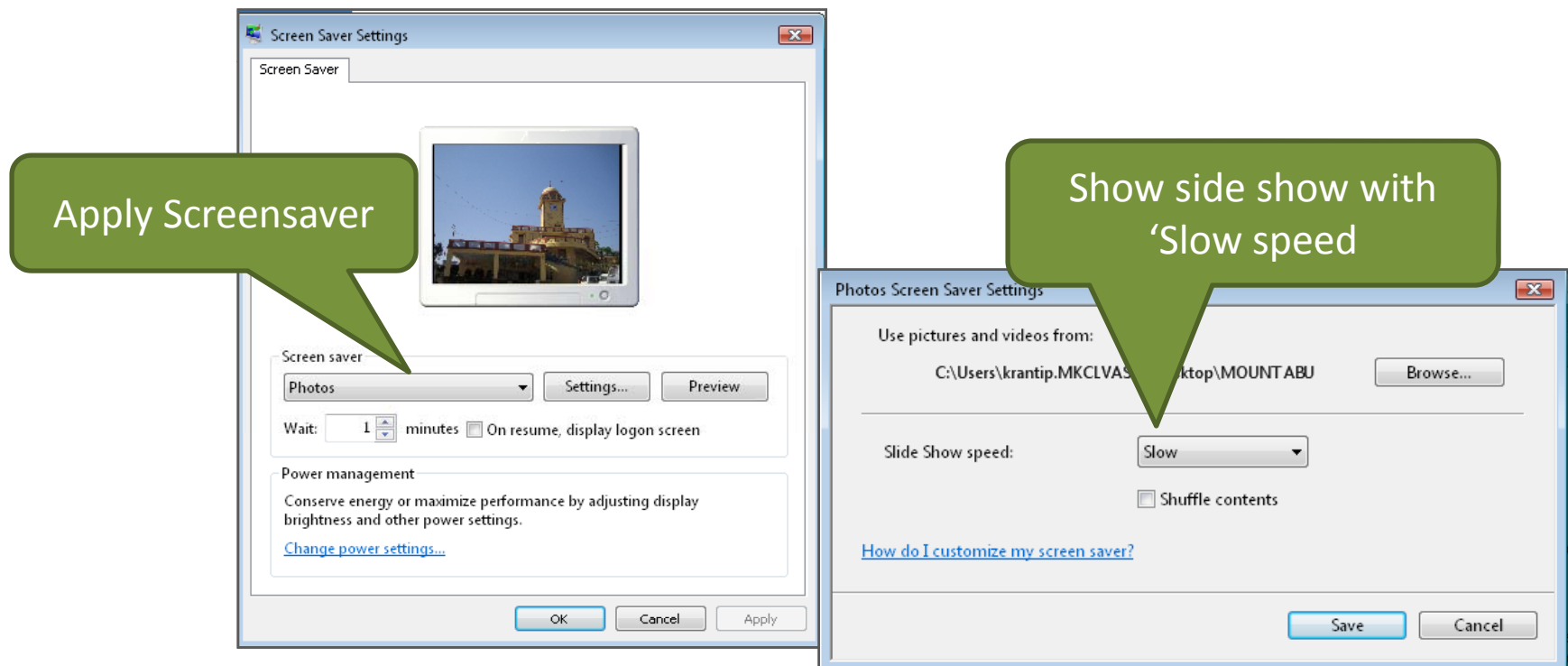
Windows Vista

Activity 1a

Objective: To set a screen saver for New Year Party

Tips:

- Prepare a folder with the photos of memorable events of last year
- Apply Screensaver 'Photos'
- Apply settings and attach your folder of photos
- Apply 'Slow' speed to the slide show of photos



Party without Music?

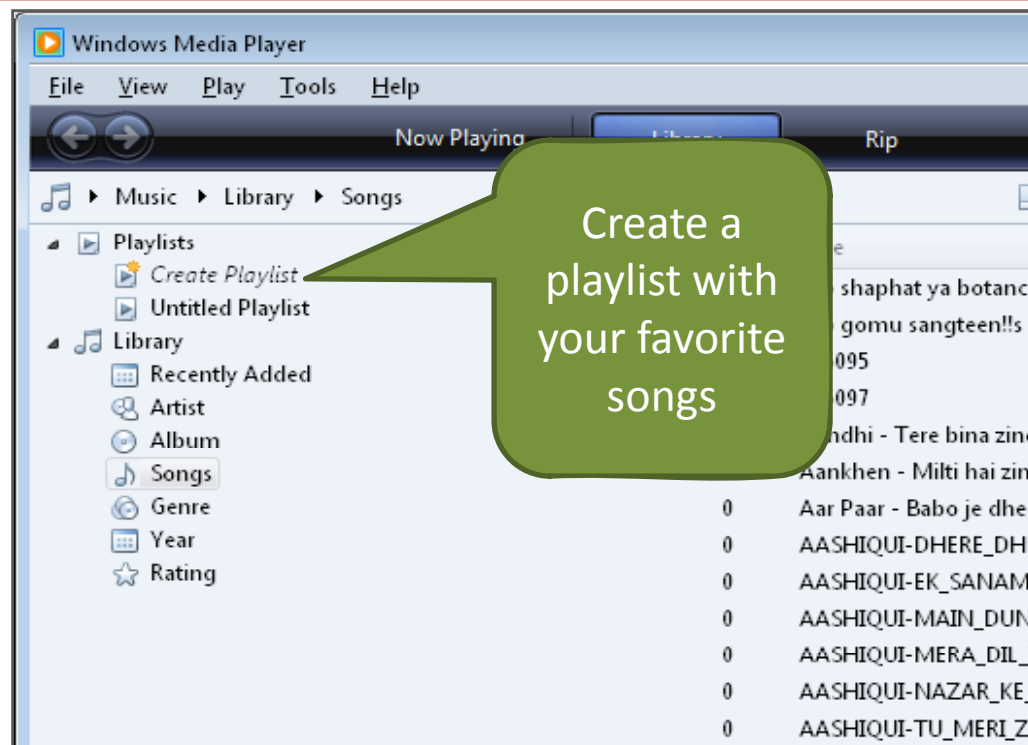
Windows Vista

Activity 2

Objective: To create a playlist

Tips:

- Open a Windows Media Player
- Create a new playlist
- Add your favorite songs in a playlist
- Save the playlist
- Name the playlist



New Year Message

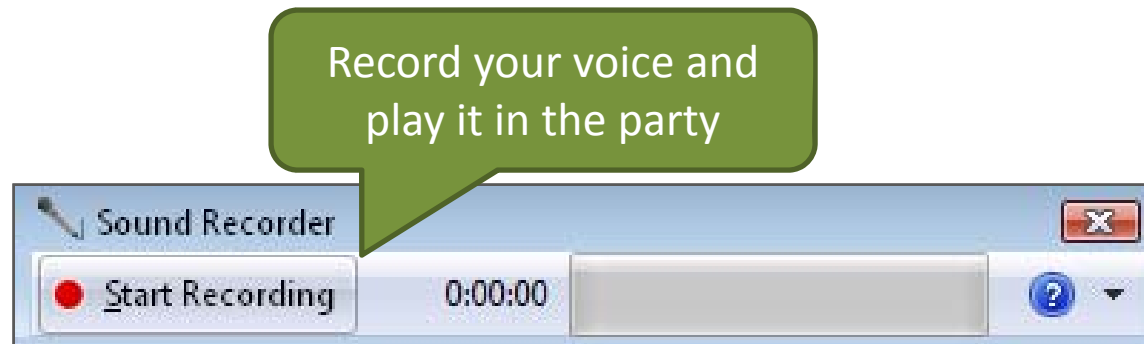
Windows Vista

Activity 2a

Objective: To record a sound

Tips:

- Click on 'Start' button
- Click on 'Sound Recorder'
- Record your new Year Message for the friends
- Save the sound
- Play a sound clip in New Year Party



Objective: To add 'Slide show' gadget to Windows sidebar

Tips:

- Create a folder of New Year party photos
- Add 'Slide show' gadget
- Open the folder of photos of New Year Party
- View the slide show of photos on Windows Sidebar



Party Fun !

Windows Vista

Objective: To make a movie with party photos

Activity 3a

Tips:

- Open All programs--Windows Movie Maker
- Import New Year Party Photos
- Drag the photos in the storyboard
- Publish a movie

Make a movie with party photos



Party Fun !

Windows Vista

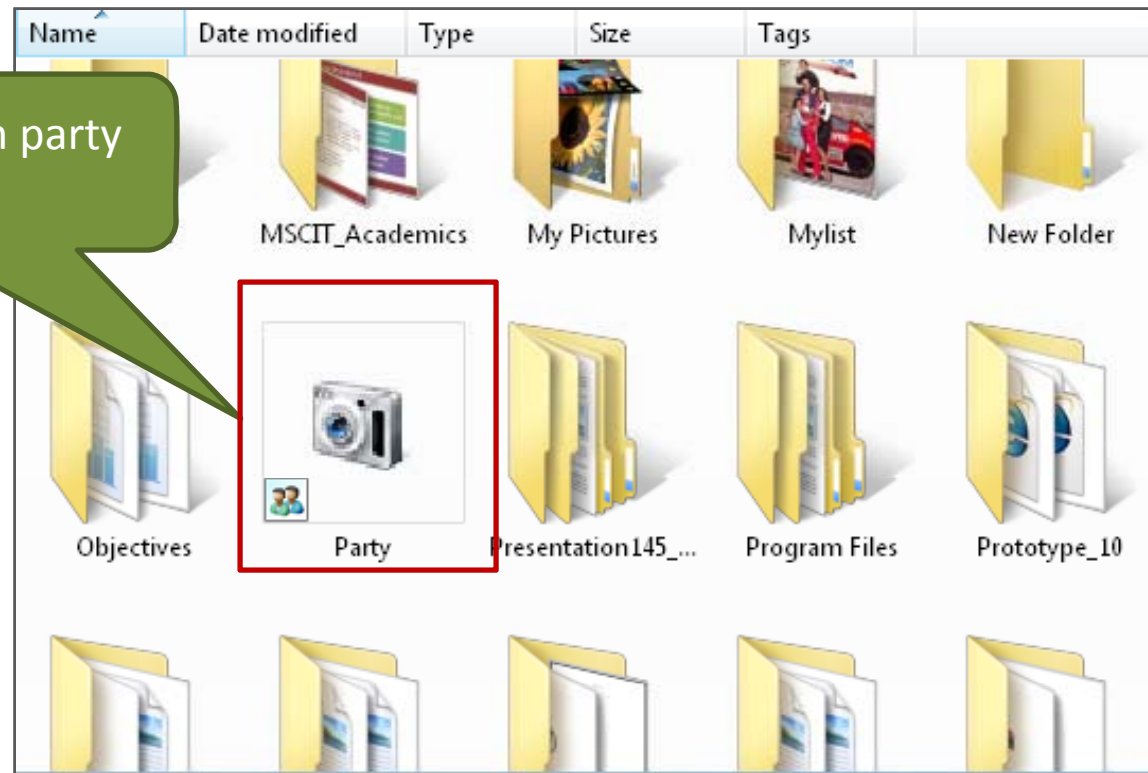
Activity 4

Objective: To share the folder of party photos

Tips:

- Change the icon of the folder of party photos
- Share the folder with your friends
- You want all your friends could share the folder
- Apply permission to everyone

Make a movie with party photos



Party Fun !

Windows Vista

Objective: To copy photos from shared folder

Activity 4a

Tips:

- Your friend has few more party photos with him and he shared the folder
- Click on network and access your friends computer
- Copy photos from shared folder



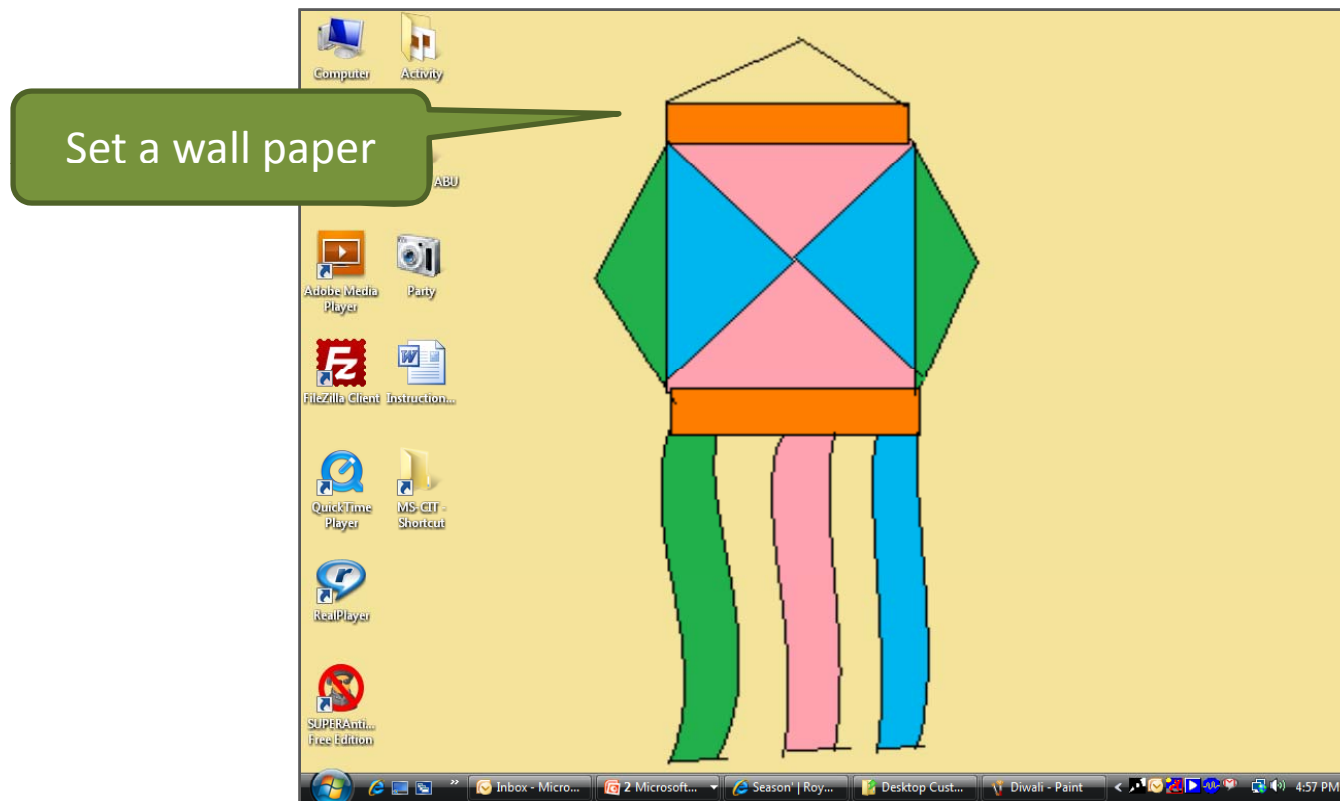
Diwali Festival

Objective: To decorate a desktop for Diwali Festival

Activity 1

Tips:

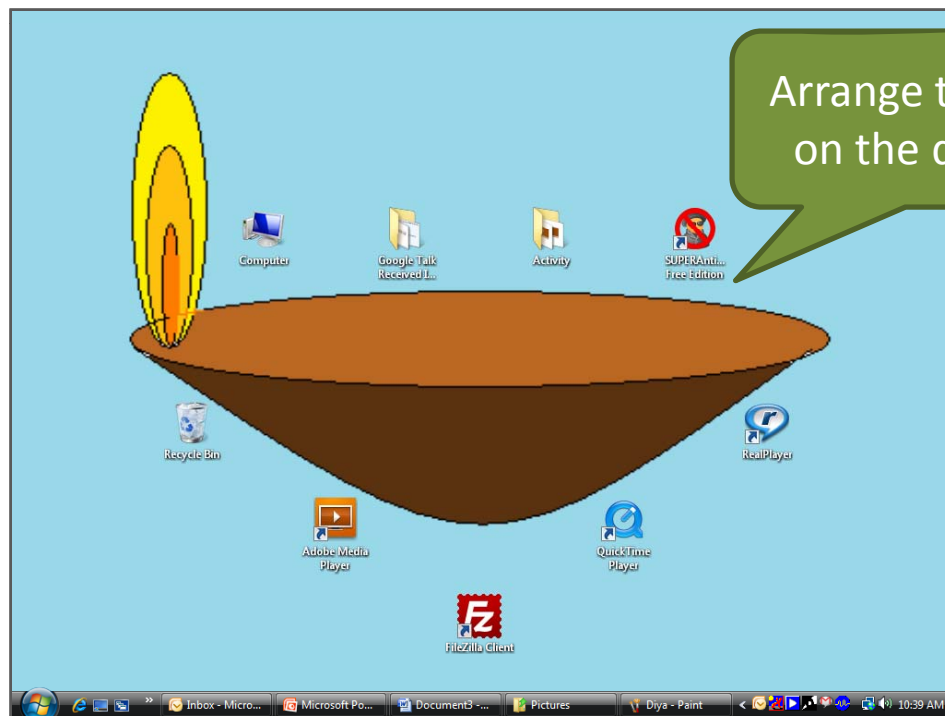
- Create a paint file
- Set a paint file as a wallpaper for Diwali festival



Objective: To arrange the icons on the desktop

Tips:

- Create a paint file of 'Diya'
- Set paint file as a wallpaper
- Right click on desktop
- Unchecked the 'Auto Arrange'
- Arrange the icons



Happy Diwali

Windows Vista

Objective: To prepare a greeting card for Diwali Festival

Activity 2

Tips:

- Create a paint file
- Paste a picture from 'sample pictures' folder
- Write a text



Happy Diwali

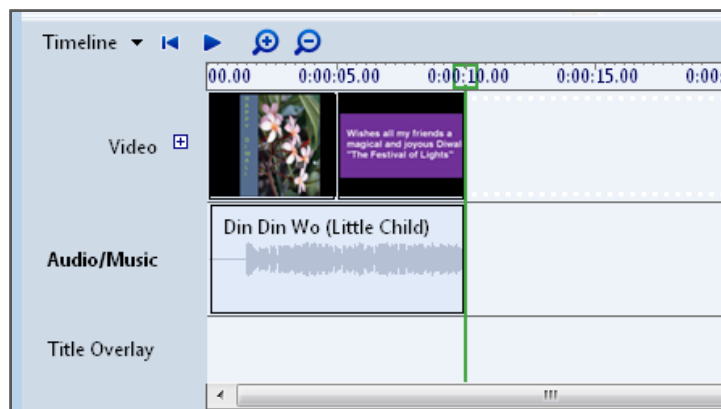
Windows Vista

Activity 2a

Objective: To play a movie of Diwali wishes with music

Tips:

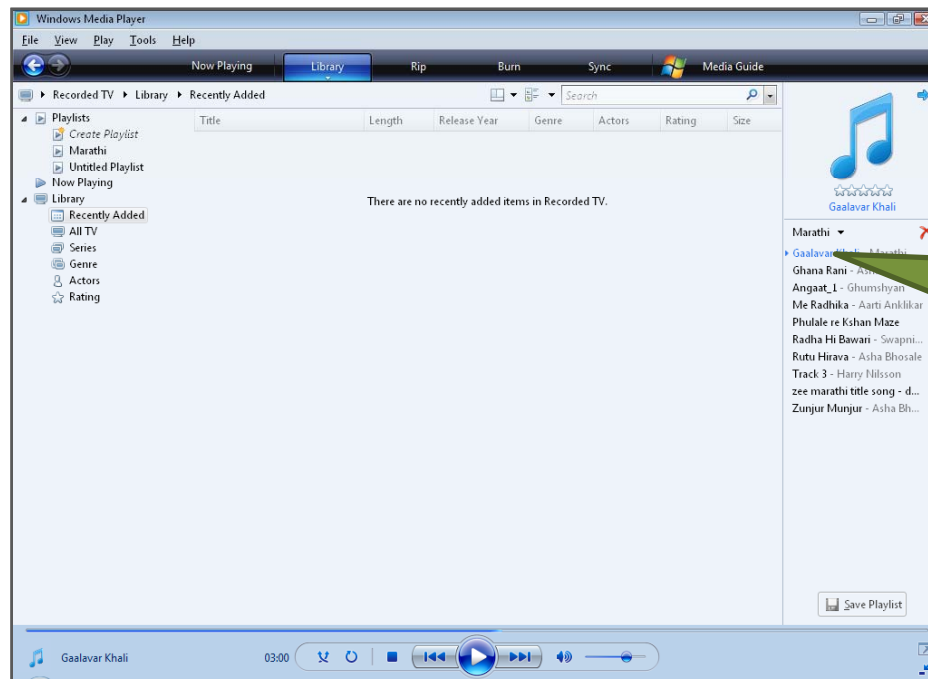
- Open All programs--Windows Movie Maker
- Create a paint file with Diwali wishes
- Import Greeting card and Diwali wish files
- Import sound from Sample music
- Click on 'View' menu
- Click on 'Timeline'
- Drag the files in the timeline
- Publish a movie



Objective: To play diwali songs from your friends computer

Tips:

- Click on 'Network'
- Double click on your friends computer
- Select songs
- Drag selected songs to 'Windows Media Player'
- Name the playlist
- Save the playlist



Objective: To make an auto playlist of Diwali songs

Activity 3a

Tips:

- Open 'Windows Media Player'
- Click on 'File' menu
- Click on 'Create auto playlist'
- Add the criteria of diwali songs
- Click on 'Ok'
- Diwali songs will get added automatically in the auto playlist

Make auto playlist



Welcome to New MS-CIT learners

Objective: To add 'Slide show' gadget to Windows sidebar

Tips:

- Create a folder of New Learner photos
- Add 'Slide show' gadget
- Open the folder of photos
- Apply transitions
- Set the timings
- Shuffle the photos
- View the slide show of photos on Windows Sidebar



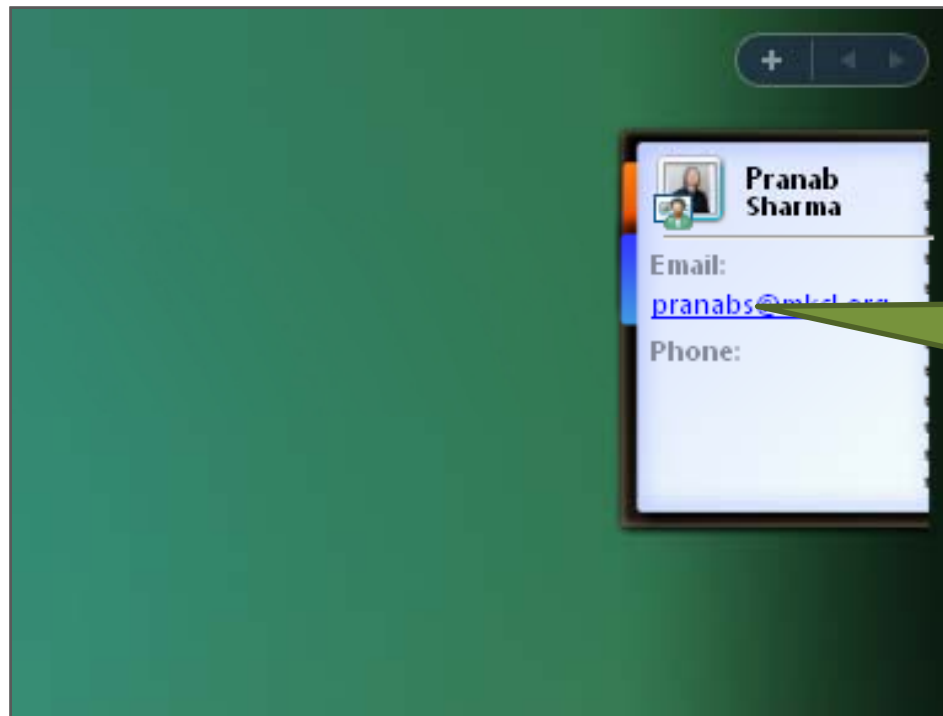
Slide show gadget

Objective: To add the details of your new friends using gadget 'Contact'

Activity 1a

Tips:

- Right click on Windows Side Bar
- Add 'Contact' gadget
- Add details of your new friends
- Add photo of each friend
- Click on 'Ok'



Add 'Contact' gadget

Welcome to MS-CIT Course

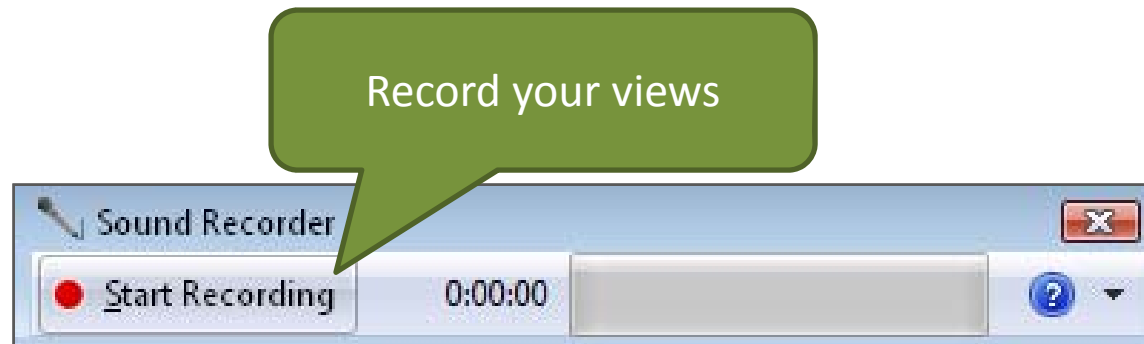
Windows Vista

Activity 2

Objective: To record a sound

Tips:

- Click on 'Start' button
- Click on 'Sound Recorder'
- Click on 'Start Recording'
- Record your 'views for MS-CIT course' for new learners
- Save the sound clip



Welcome to MS-CIT Course

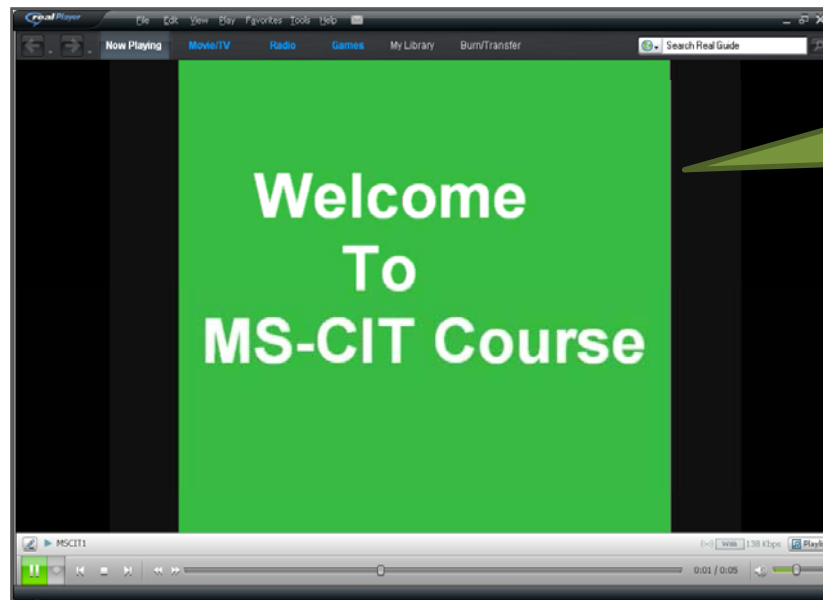
Windows Vista

Objective: To make a movie of your 'views for MSCIT course' for new learners

Activity 2a

Tips:

- Create a welcome note in paint application
- Open All programs--Windows Movie Maker
- Import a paint file
- Import sound clip of your views
- Click on 'View' menu
- Click on 'Timeline'
- Drag the files in the timeline
- Publish a movie



Make a movie of your views

My Daughter's Birthday

Birthday Fun

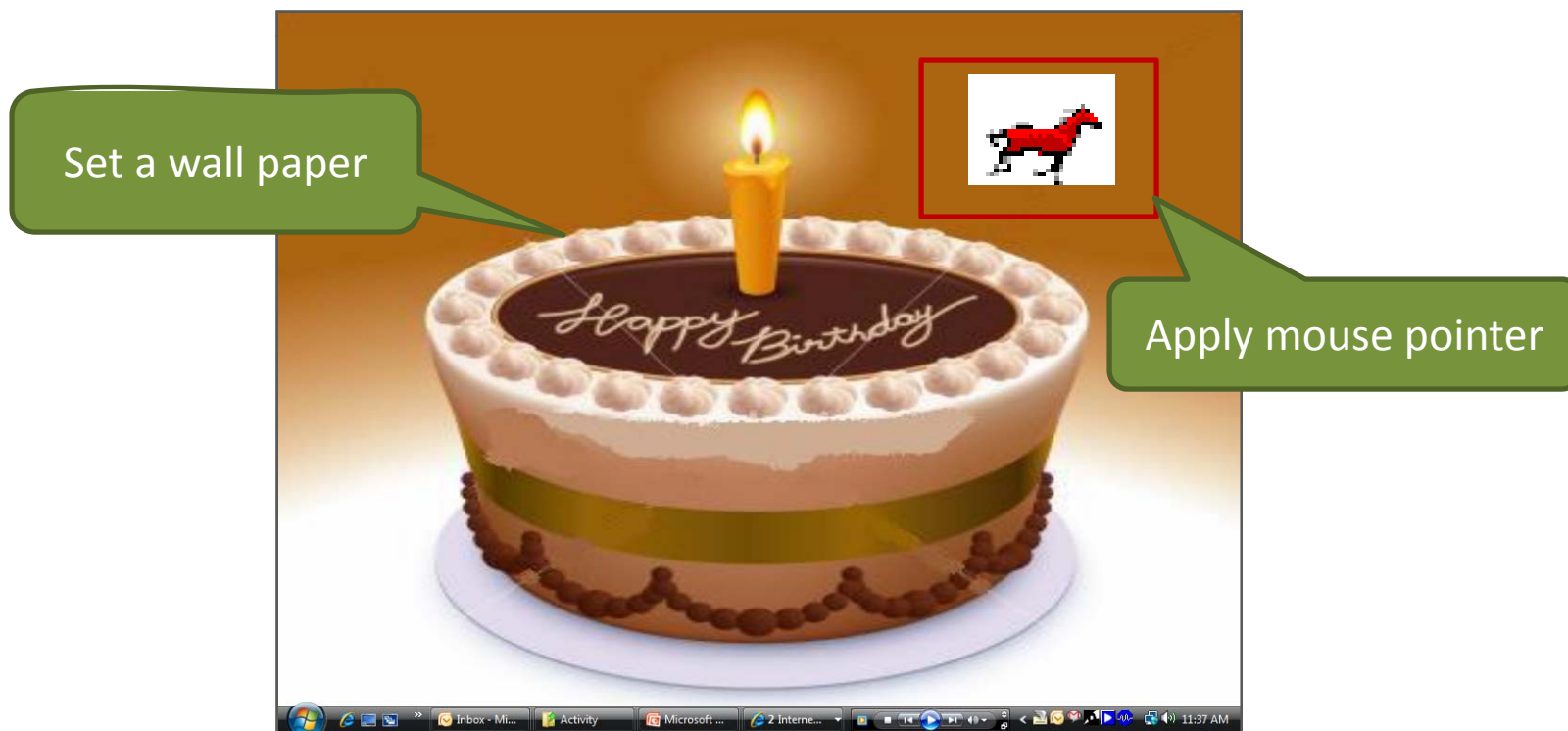
Windows Vista

Objective: To decorate a desktop for your daughter's birthday

Activity 1

Tips:

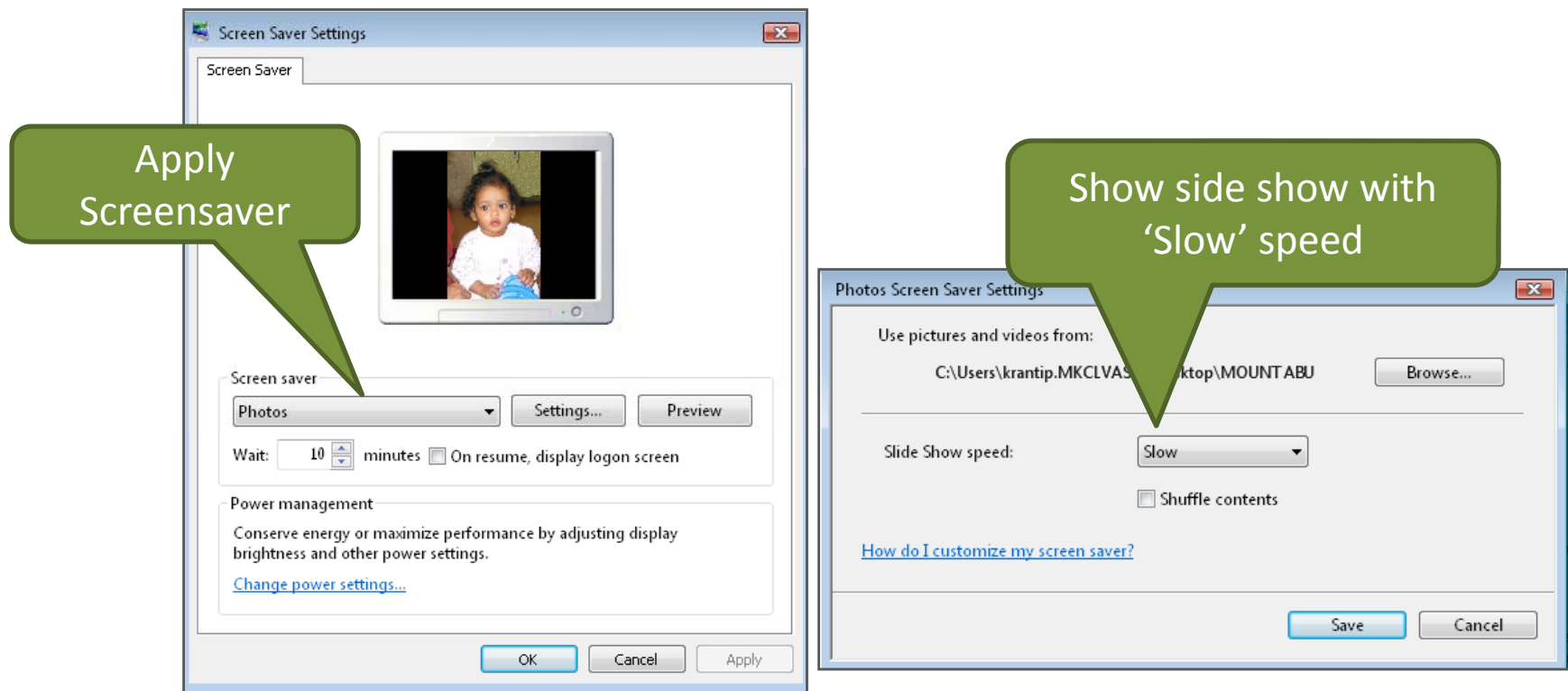
- Create a paint file
- Set a paint file as a wallpaper for your daughter's birthday
- Hide the desktop icons
- Change the shape of mouse pointer to 'Horse' as 'horse' is a favorite animal of your daughter



Objective: To set a screen saver of your daughter's photos

Tips:

- Prepare a folder with your daughter's photos
- Apply Screensaver 'Photos'
- Apply settings and attach your folder of photos
- Apply 'Slow' speed to the slide show of photos



Barbie Show

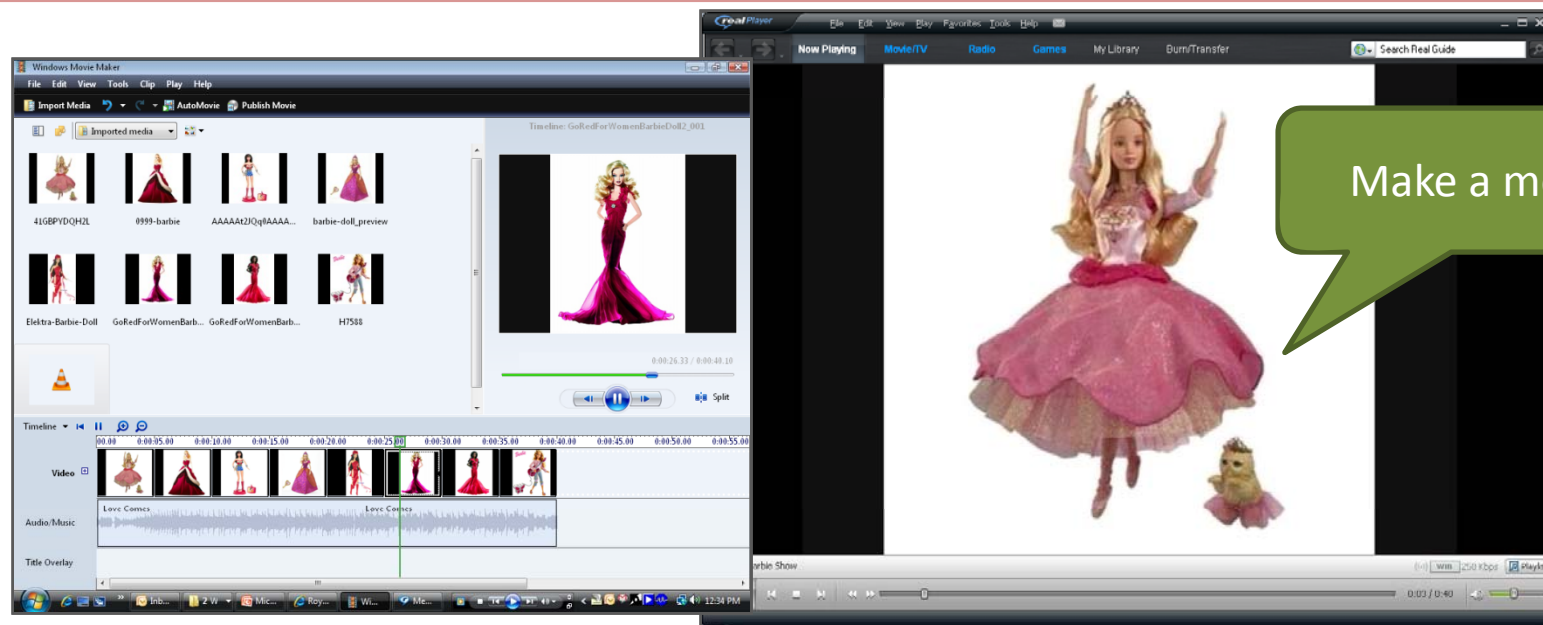
Windows Vista

Activity 2

Objective: To make a movie of your daughter's favorite Barbie Dolls

Tips:

- Create a folder with the photos of 'Barbie Doll'
- Open All programs--Windows Movie Maker
- Import photo and sound from Sample music
- Click on 'View' menu
- Click on 'Timeline'
- Drag the photos and sound file in the timeline
- Right click on each photo and apply effects 'fade in' 'fade out'
- Publish a movie



Birthday Special

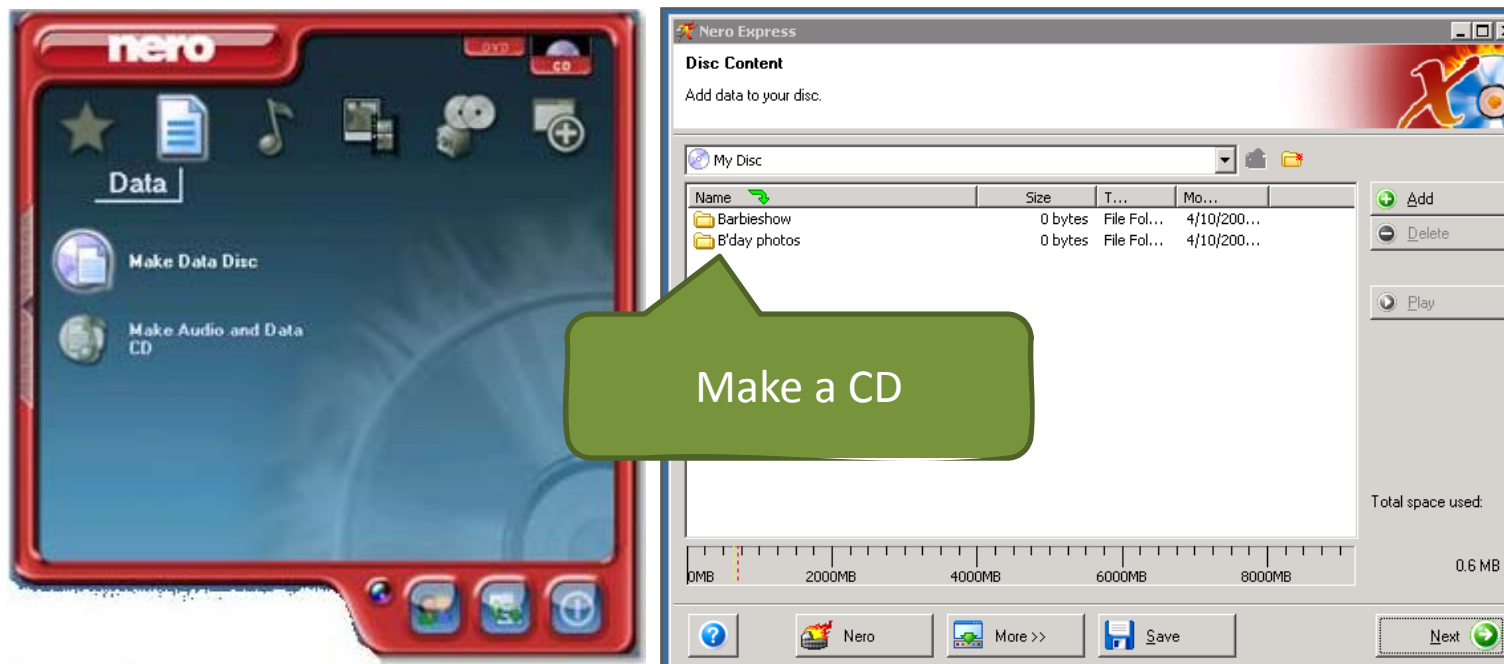
Windows Vista

Activity 2

Objective: To make a CD of Birthday events

Tips:

- Double click on 'Nero'
- Click on 'Data'
- Click on 'Make a data disc'
- Add folders of Birthday photos and Barbie show
- Click on 'Next'
- Type a name for the disc
- Click on 'Burn'



My Country

Proud to Be An Indian

Windows Vista

Activity 1

Objective: To decorate a desktop

Tips:

- Create a paint file with Map of India
- Type a text in paint application in Hindi 'Mera Bharat Mahan'
- Set a paint file as a wallpaper



Proud to Be An Indian

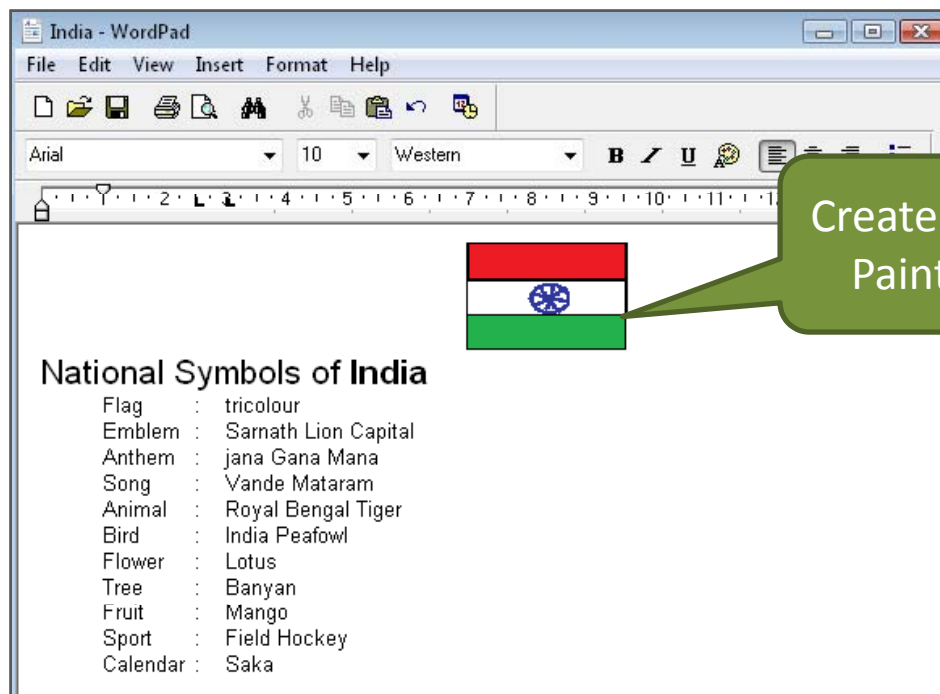
Windows Vista

Activity 1a

Objective: To insert paint application in WordPad application

Tips:

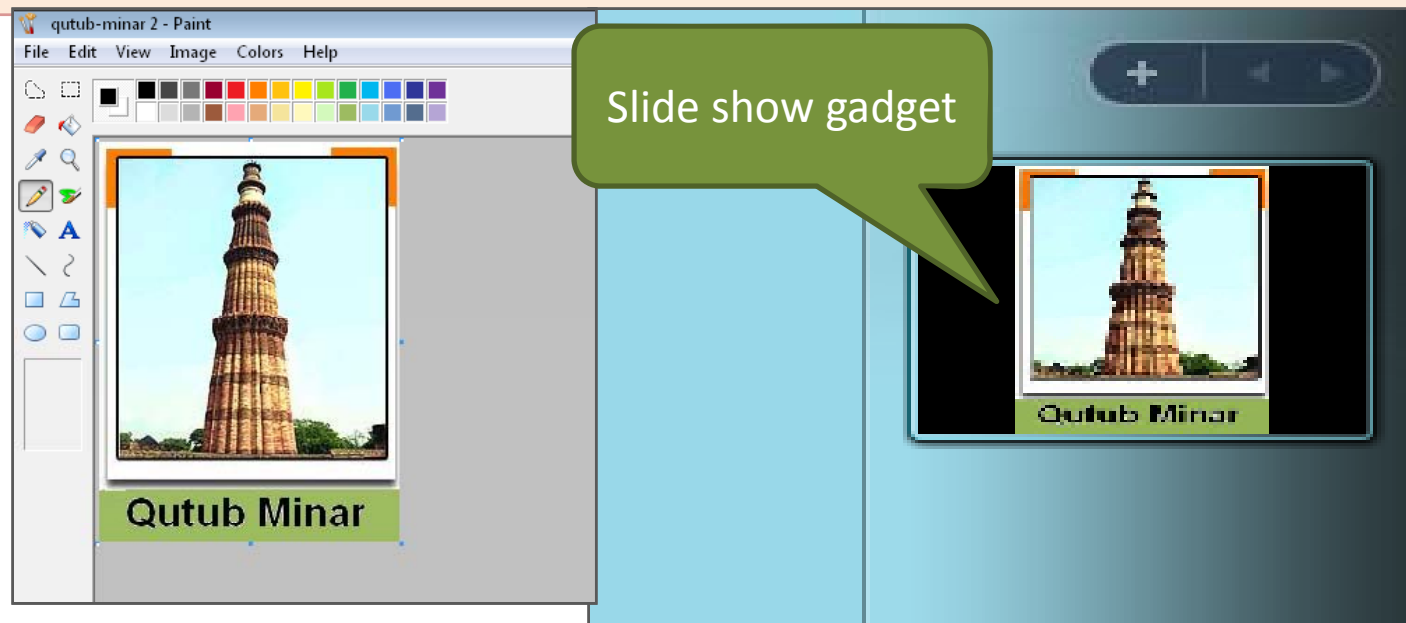
- Open a WordPad
- Set the tabs
- Type a text
- Click on 'Insert'- 'Object'
- Click on 'Create new'-----'Paintbrush picture'
- Create a picture of flag



Objective: To add 'Slide show' gadget to Windows sidebar

Tips:

- Open the photos of famous monuments in paint application
- Type the names of the monuments
- Save the paint file of each monument in a folder 'Monuments'
- Add 'Slide show' gadget
- Add folder
- Set the timings
- Shuffle the photos
- View the slide show of photos on Windows Sidebar



India is Great!

Windows Vista

Objective: To record narration about each monument in the movie

Activity 2a

Tips:

- Open All programs--Windows Movie Maker
- Import photos of famous monuments of India
- Click on 'View' menu
- Click on 'Timeline'
- Drag the photos in the timeline
- Click on 'Tools' menu
- Click on the drop box of 'Timeline'

- Click on narrate timeline
- Click on 'Start narration'
- Record the narration about each monument
- Click on 'Stop narration'
- Drag the narration file in the timeline
- Publish movie
- You can view a movie of famous monuments along with the information of each monument

The image shows two overlapping windows. The foreground window is Windows Movie Maker, displaying the 'Narrate Timeline' dialog box. The dialog has 'Start Narration' and 'Stop Narration' buttons, an 'Input level' slider, and an 'Audio Levels' sub-dialog. A green callout bubble with the text 'Record narration' points to the 'Start Narration' button. The background window is RealPlayer, showing a video of the Taj Mahal with the text 'Taj Mahal' overlaid at the bottom. A red arrow from the 'Timeline' tip in the text above points to the 'Narrate Timeline' dialog in the screenshot.

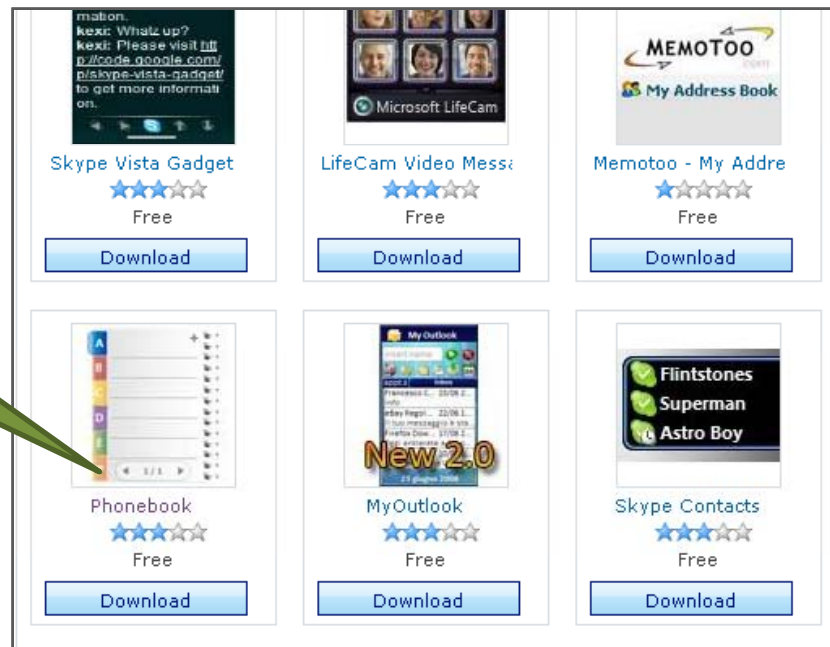
A Day in Office

Objective: To add 'Phonebook' gadget from web

Tips:

- Right click on windows side bar
- Click on 'Add gadgets'
- Click on 'Get more gadgets online'
- Type 'Contacts' in search window
- Select the gadget 'Phonebook'
- Click on 'Download'
- Click on 'Install'

Add gadget from web

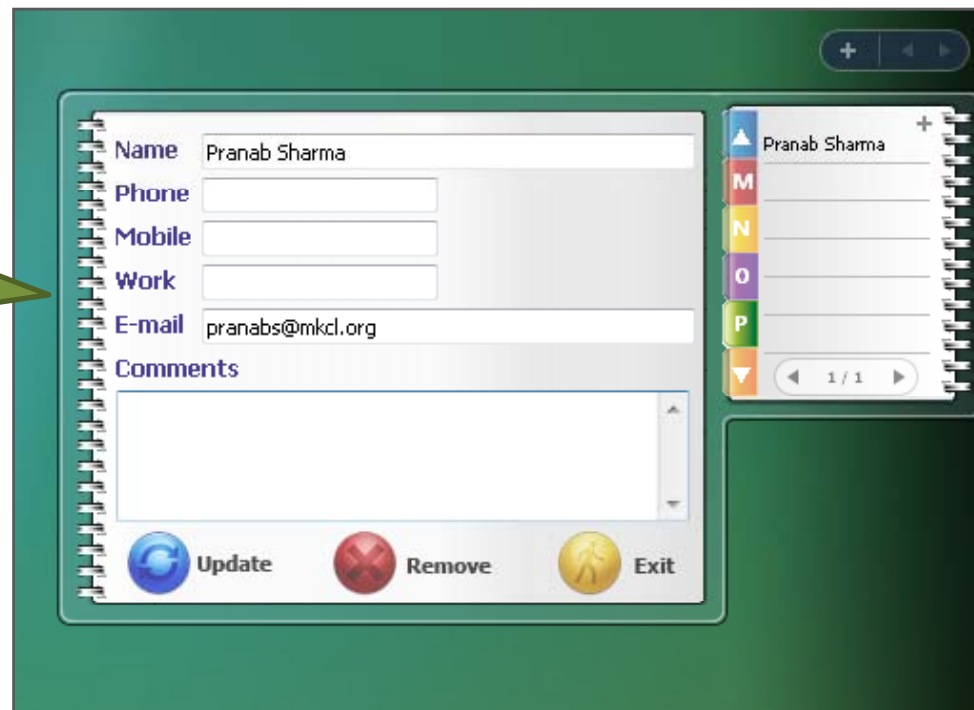


Objective: To prepare your own phonebook

Tips: You have installed a phonebook gadget online.

- Add gadget 'Phonebook' on windows sidebar
- Click on alphabet
- Click on '+' to add contacts
- Right click on 'Phonebook' gadget
- Click on 'Options'
- Click on 'Save contacts' to take a backup of contacts

Prepare a
phonebook



Schedule your day

Windows Vista

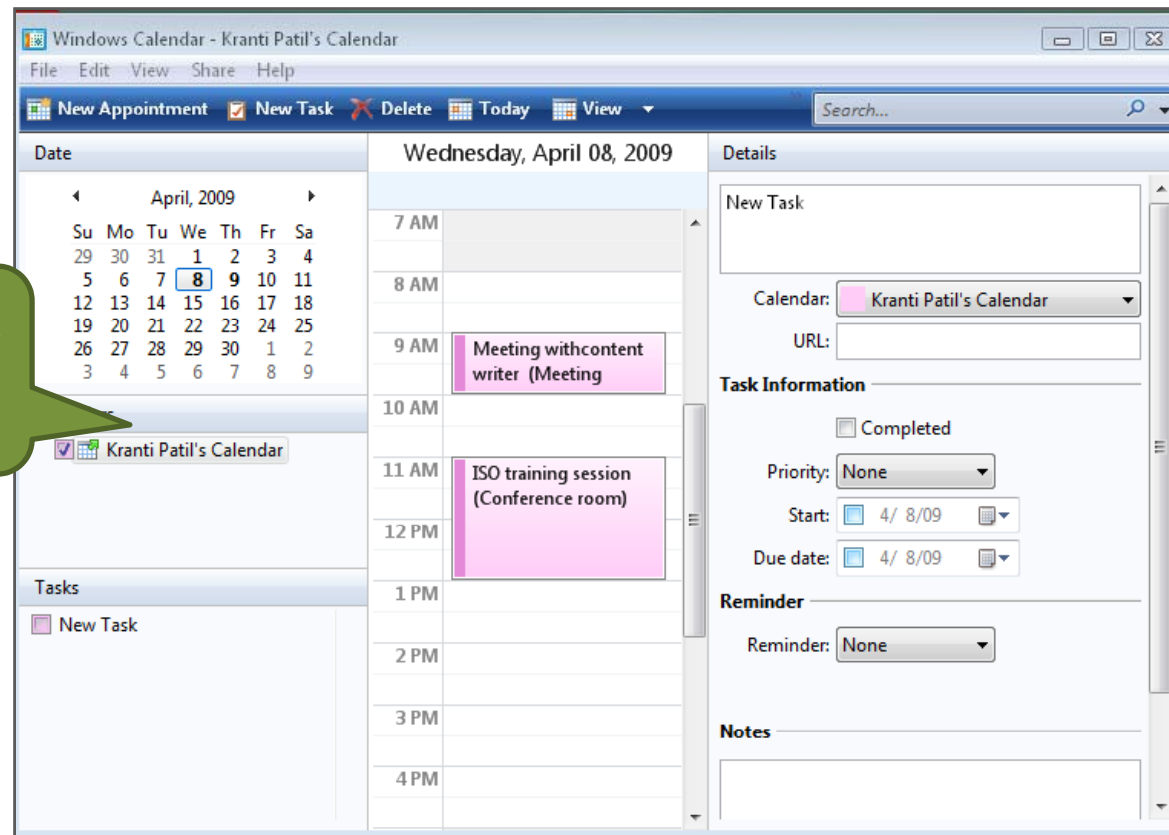
Activity 2

Objective: To prepare a daily calendar

Tips:

- Click on 'All programs--- Windows Calendar'
- Add new appointments
- Add new tasks

Prepare a daily calendar



Objective: To conduct training session using Windows Meeting Space

Activity 2a

Tips:

- Prepare a document/ handout for training session
- Click on 'All programs--- Windows Meeting Space'
- Add the participants of your training session
- Share the training handout with participants
- Share your desktop with the participants

Use Windows meeting space

