



# **Computer Basic Course Contents**

**Duration: 25 Hrs.**

## **Goals**

The goal of this training is to teach general, beginning skills for Windows PC's

### **General introductions**

- Instructor introductions
- How the class/lab works
- Student introductions (name, skill level, expectations)

### **Introduction to the computer**

- Basic components of a computer (monitor, CPU, storage, etc.)
- Keyboard vs. mouse
- Desktop vs. laptop
- Activity: power off/on computers

### **Introduction to Windows**

- Operating Systems (brief explanation of DOS, Windows O/S, application and data layers)
- Desktop (icons, Start button, taskbar)
- Cursor/mouse
- Activity: click & drag desktop icons
- Programs (3 ways to start programs (icon, Start, All Programs))

### **Introduction to typing**

- Benefits of typing skills
- Mavis Beacon program, expectations for practice
- Explain "ghost fingers" and green keys
- Activity: open Mavis Beacon, show sign in, lessons and games
- Review Windows and Typing
- Review Mavis Beacon instructions
- Activity: walk through first Mavis Beacon game
- Review the desktop and how to open programs (desktop icons, Start menu)

### **Windows Navigation**

- Window features (minimize, resize, exit, click & drag)
- Menu bar (drop down arrow)
- Tool bar (icons) (roll cursor over to ID)
- Scrolling
- Multiple ways to do same thing (menu, icon, keyboard)

### **Notepad and WordPad Introduction**

- How to open WordPad and Notepad (icon, Start menu, All Programs)
- What is a "document"
- Using cursor with text (how to position, different types of cursor)
- Review menu bar and tool bar



- Using keyboard with text (arrows, backspace, delete, tab, shift, space, enter keys)
- Highlighting text (click & drag, full line from margin, edit/select all)

### **Windows File Management**

- Handout: Thinking about Storage
- Options for storage (internal drive, flash drive, CD/DVD)
- Introduce Flash Drive
- Files and Folders
- My Computer
- Activity: find flash drive, find a specific folder and then find the file
- Save As, Save and Exit without changes
- Review Formatting and File Management
- How to Open or Save Documents

### **Word Formatting Commands**

- Handout: Selecting Text
- Requirement to highlight text for formatting commands
- Formatting commands (Bold/Italicize/Underline, show as “on/off” icons)
- Font size, Font type (review drop down arrow)
- Text colour, Text highlight (review drop down arrow)
- Alignment (left, center, right)
- Review Word Formatting
- Handout: Word Formatting
- Review Word Formatting handout

### **Internet Navigation**

- What is the Internet
- What is a Web Browser
- Links and navigation bars
- Back & forward arrow buttons, home button
- Address bar (how to use the website address/URL in the address bar)
- Who can I trust?
- Internet Search
- How to start a web browser (Mozilla Firefox or Internet Explorer)
- Getting to Google (toolbars, search box, other Google features)
- Pick a topic to search for (e.g. recipes, used cars, news, SAF or SFNM)
- Google results page (3 components of result: link, content, URL)
- What is a website address or URL
- Internet Safe Practices
- Advertising and commercial sites
- Scams and Frauds
- Maybe also talk about email safe practices?
- Discuss how to verify legitimate sites

### **Notepad and WordPad Editing**

- Undo/Redo
- Spell check (by the word, by the document)
- Find/replace



- Bullets/numbers
- Review Windows Navigation
- Copy/cut/paste
- Review Word Editing and Formatting
- Review Editing, bullets, copy/paste handout

## **MICROSOFT OFFICE PACKAGE**

### **Microsoft Word**

### **Microsoft Excel**

### **Microsoft PowerPoint**

#### **Microsoft Word**

- ✓ Introduction to MS Word
- ✓ Opening Word Processing Package
- ✓ Menu Bar
- ✓ Using The Help
- ✓ Using The Icons Below Menu Bar
- ✓ Opening and closing Documents
- ✓ Opening
- ✓ Save and Save As
- ✓ Page Setup
- ✓ Print Preview
- ✓ Printing of Documents
- ✓ Text Creation and manipulation
- ✓ Document Creation
- ✓ Editing Text
- ✓ Text Selection
- ✓ Cut, Copy and Paste
- ✓ Spell check
- ✓ Thesaurus
- ✓ Formatting the Text
- ✓ Font and Size selection
- ✓ Alignment of Text
- ✓ Paragraph
- ✓ Bullets and Numbering
- ✓ Changing case
- ✓ Table Manipulation
- ✓ Draw Table
- ✓ Changing cell width and height
- ✓ Alignment of Text in cell
- ✓ Delete / Insertion of row and column
- ✓ Border and shading

#### **Microsoft – Excel**

- ✓ Introduction to MS Excel
- ✓ Objectives
- ✓ Elements of Electronic Spread Sheet
- ✓ Opening of Spread Sheet

- ✓ Addressing of Cells
- ✓ Printing of Spread Sheet
- ✓ Saving Workbooks
- ✓ Manipulation of Cells
- ✓ Entering Text, Numbers and Dates
- ✓ Creating Text, Number and Date Series
- ✓ Editing Worksheet Data
- ✓ Inserting and Deleting Rows, Column
- ✓ Changing Cell Height and Width
- ✓ Basic calculations
- ✓ Charts

#### **Microsoft power point**

- ✓ Introduction MS Power Point
- ✓ Objectives
- ✓ Using PowerPoint
- ✓ Opening A PowerPoint Presentation
- ✓ Saving A Presentation
- ✓ Creation of Presentation
- ✓ Creating a Presentation Using a Template
- ✓ Creating a Blank Presentation
- ✓ Entering and Editing Text
- ✓ Inserting And Deleting Slides in a Presentation
- ✓ Preparation of Slides
- ✓ Inserting Word Table or An Excel Worksheet
- ✓ Adding Clip Art Pictures
- ✓ Inserting Other Objects
- ✓ Resizing and Scaling an Object
- ✓ Presentation of Slides
- ✓ Viewing A Presentation
- ✓ Choosing a Set Up for Presentation
- ✓ Printing Slides And Handouts
- ✓ Slide Show
- ✓ Running a Slide Show
- ✓ Transition and Slide Timings
- ✓ Automating a Slide Show