

Course Specifications

Course Length: 7 weeks (1/2 Day per Week)
Course Time: Mondays, 8:30 am—11:30 am
Course Cost: \$220.00

Course Description: this course will help you build confidence and develop the basic skills needed to operate a computer. We will teach you basic computer concepts, word processing, spread sheets, internet and e-mail.

Topics we will cover:

File Management (2 weeks in length – 6 hours of instruction)

Lesson 1: Getting Started

What is Windows XP Professional?

- Looking at Some of the New Features

What is a Network?

- Benefits of Networking
- Understand Different Types of Networks

Looking at the Desktop

- Navigating Within Windows XP

Using the Start Button

- Using the Mouse

- Using the Keyboard

Looking at a Typical Window

Moving a Window

Sizing a Window

Using Scroll Bars

Exiting Windows XP

Lesson 2: Working with Programs

Using Windows XP Help and Support

- Looking at the Screen
- Getting Help in a Dialog Box
- Multi-Tasking

Switching Between Programs

Organizing the Windows

Lesson 3: Exploring My Computer

Looking at My Computer

Changing the View

Looking at My Pictures

Looking at My Music

Lesson 4: Managing Disks, Folders or Files

Using Windows Explorer

Creating and Customizing Folders

- Creating Folders

Organizing & Managing Files & Folders

- Selecting Files & Folders

- Copying and Moving Files & Folders

Renaming Files & Folders

- Deleting Files & Folders

Using the Recycle Bin

- Restoring a File

- Emptying the Recycle Bin

Managing Disks

- Defragmenting the Disk

- Cleaning Up the Disk

Lesson 5: Personalizing Windows

Customizing the Desktop Display

Creating & Customizing Shortcuts

- Creating Shortcuts

Customizing the Start Menu

Customizing the Taskbar

Changing the Date & Time

Customizing the Mouse

Adding/Removing Programs

- Installing New Programs

- Uninstalling a Program

Changing Passwords

Internet and E-mail (1 week in length – 3 hours of instruction)

Lesson 6: Using the Internet

Using Outlook Express

Sending Messages

Working with Received Messages

Word Processing (2 weeks in length – 6 hours of instruction)

Lesson 7: The Basics of Word

Overview

- What is Word Processing
- What is Word

The Word Screens

- Using the Word Menus
- Using the Word Toolbars

Entering and Editing Text

- Moving the Insertion Point
- Using the Scroll Bar
- Saving a New Document
- Starting a New Document
- Saving an Existing Document
- Closing a Document
- Opening a Document

Switching Between Documents

Lesson 8: Formatting Text

Selecting Text

- Using the Selection Bar

Editing Text

- Using Undo
- Using Redo
- Using Repeat
- Cut, Copy, and Paste
- Using the Clipboard
- Moving Text Using Drag and Drop
- Using the Paste Options Button

Formatting Characters

- Formatting with the Toolbar
- Formatting with the Font Command
- Using the Format Painter

Lesson 9: Formatting Paragraphs

Aligning Text

Setting Tabs

- Aligning Text with Tabs
- Setting Tabs with Leaders

Customizing the View

- Adjusting the Zoom

Indenting Paragraphs

- Using the Paragraph Command
- Using the Formatting Toolbar

Adding Bullets and Numbering

- Customizing the Lists

Setting Line Spacing

Lesson 10: Formatting the Page

Changing the Paper Size

Automatic Page Numbering

- Inserting Page Breaks

Adding Borders

- Adding Shading

Changing Margins

Aligning Text Vertically

Lesson 11: Proofing Your Documents

Proofing Your Document

- Using the AutoCorrect
- Checking the Spelling and Grammar

Using Time Savers

- Inserting the Date and Time
- Inserting Symbols and Special Characters

Lesson 12: Getting Ready to Publish

Printing Documents

- Previewing the Document
- Printing a Document
- Creating Envelopes
- Creating Labels

Sending a Word Document via E-Mail

Spreadsheets (2 weeks in length – 6 hours of instruction)

Lesson 13: Introduction

Introduction

- What is an Electronic Spreadsheet?
- What is Excel?

Looking at the Excel Screen

- Understanding Basic Terminology
- Mouse Symbols
- Working with the Toolbars
- Working with the Task Pane

Handling Files

- Creating a New Blank Workbook
- Creating Workbook from a Template
- Opening Workbooks
- Closing a Workbook
- Saving Workbooks

Entering Data in the Worksheet

- Types of Information
- Entering Text or Labels
- Entering Numbers
- Moving Around the Worksheet

Lesson 14:

Using the Worksheets

Selecting Cells

- Making Changes to the Contents
- Using Undo/Redo

Copying and Moving Data

- Using AutoFill

Adjusting the Columns or Rows

- Changing the Column Widths
- Using AutoFit
- Adjusting the Row Height

Manipulating Rows and Columns

- Inserting Rows and Columns
- Deleting Rows, Columns, and Cells

Lesson 15: Formulas & Functions

Creating Simple Formulas

- Using Common Built-In Functions

Using Absolute & Relative Addresses

Using Spell Checker

Lesson 16: Formatting Worksheets

Formatting a Worksheet

- Formatting Numbers and Decimal Digits
- Changing Cell Alignment
- Fonts and Sizes
- Cell Borders
- Colors and Patterns

Using AutoFormat

Lesson 17: Looking at Windows & Printing

Previewing the Worksheet

Adding Page Breaks

Customizing the Printout

- Page Settings
- Margins Tab
- Header/Footer Tab
- Sheet Tab

Printing the Worksheet

Working with Windows

- Creating New Windows
- Getting Panes
- Freezing Panes