

# **BASIC COMPUTER COURSE I**

## **A. Learn the basics of the computer:**

- Computer Hardware—screen, keyboard, mouse, printer, scanner, speakers, disk drives such as 3 ½ floppy disk, CD disk and flash drive
- Computer Software—programs installed on the computer; namely, Microsoft Office, calculator, accessories, anti-virus, security system, etc.
- Computer Operating System—Windows XP
- Computer Desktop—file/folder creation, control panel (changing settings), document saving, etc.

## **B. Learn Correct Keyboard reaches and use of important keys**

Mastering alphabet keys and the use of other keys such as symbols, tab key, caps lock, num lock, enter, delete, backspace, etc.

## **C. Learn the basics and features of Microsoft Word**

- Title, standard, format toolbars
- Cut/paste, highlight/select text, spell-check, page setup, alignment, etc.
- Create personal letters, envelopes, labels
- Practice correct steps to starting a new document, typing, saving, editing, spell checking and printing a document

## **D. Learn how to navigate the internet using specific websites.**

**This is a five (5) week course covering the topics listed.**

**Time: 10:00 a.m. to 11:15 a.m.**

**Day: Monday**

**Dates: Fall and Spring session**

**Cost: \$5.00 per session**

**Registration is limited to eight (8) computers.**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact Phone** \_\_\_\_\_