



BASIC HOME COMPUTING

DESCRIPTION

ARE YOU NEW TO COMPUTERS? COMPUTERS CAN BE OVERWHELMING TO THE NEW USER. LET US SHOW YOU HOW A COMPUTER WORKS. IN THIS 3 HOUR WORKSHOP, WE WILL HELP FAMILIARIZE YOU WITH THE KEYBOARD, MOUSE AND OTHER GENERAL COMPUTER COMPONENTS. ORGANIZE YOUR FILES WITH FOLDERS AND LEARN TO SEARCH YOUR COMPUTER FOR YOUR FILES AND PROGRAMS. EVERYONE HAS TO START SOMEWHERE. IF YOU ARE FEELING OVERWHELMED BY YOUR COMPUTER, THEN THIS HANDS ON WORKSHOP IS FOR YOU.

OBJECTIVES

BY THE END OF THIS WORKSHOP YOU WILL BE ABLE TO:

- USE A MOUSE AND KEYBOARD
- USE THE WINDOWS LAUNCH KEY
- MINIMIZE & MAXIMIZE WINDOWS
- KNOW WHAT A SOFTWARE PROGRAM IS
- OPEN & CLOSE SOFTWARE PROGRAMS
- KNOW WHAT AN OPERATING SYSTEM IS
- WORK WITH FILES AND FOLDERS
- ORGANIZE FILES AND FOLDERS
- CREATE, SAVE AND CLOSE WORD DOCUMENTS
- MANAGE TASKS
- USE THE SEARCH FEATURE

TARGET AUDIENCE

THIS WORKSHOP IS INTENDED FOR PEOPLE THAT ARE BEGINNERS IN THE COMPUTER WORLD. STUDENTS ONLY NEED TO HAVE A DESIRE TO LEARN!

CONTENT

- ▣ HOW A MOUSE WORKS
- ▣ CONNECTING YOUR MOUSE
- ▣ CONNECTING YOUR KEYBOARD
- ▣ USING A KEYBOARD
 - ARROW KEYS
 - HOME & END KEYS
 - WINDOWS LAUNCH KEY
 - NUMBER KEYS
 - SHORTCUT KEYS
- ▣ HOW TO MINIMIZE & MAXIMIZE WINDOWS
- ▣ WHAT IS HARDWARE
- ▣ WHAT IS SOFTWARE
- ▣ OPERATING SYSTEMS
- ▣ OPENING & CLOSING SOFTWARE PROGRAMS
 - INTERNET BROWSERS
 - EMAIL PROGRAMS
 - MICROSOFT OFFICE 2007
- ▣ CREATING FILES & FOLDERS
- ▣ ORGANIZING FILES & FOLDERS
- ▣ OPENING, SAVING & CLOSING FILES
- ▣ CREATING A NEW DOCUMENT
- ▣ OPENING AN EXISTING DOCUMENT
- ▣ SAVING A DOCUMENT
- ▣ PRINTING A DOCUMENT
- ▣ CLOSING A DOCUMENT
- ▣ MANAGING YOUR TASKS
- ▣ SEARCHING FOR FILES AND FOLDERS