

Getting Started with Computers

This is a great foundation-building class! Apply practical applications and computer basics for personal or business use. Build a solid foundation that will enable you to take advantage of the technology that can help with your home and business tasks. Topics include a presentation of Windows and the Internet, basic skills in hardware, using software for word processing and spreadsheets and preventing identity theft.

Who should take this course?

The ideal student for this course is a user who has never worked with basic computer concepts or has limited knowledge of basic computer concepts.

Course Objectives

- Use and maintain your computer properly.
- Identify basic concepts of the word processor (MSWord) and the spreadsheet (Excel).
- Manage files and folders using the Windows Explorer.
- Protect your ID from theft when using your computer.
- Use additional resources to enhance user experience.
- Implement internet features to improve browsing ease and safety.

Course Details

- Length: 15 hours
- Format: Classroom
- Prerequisite: No previous contact with computers required, but we recommend computer access for out of class practice. No typing or mouse skills needed for this class, but it's recommended that the student acquires some typing skills.

The above prerequisites are considered to be the basic skills and knowledge needed prior to taking this class. Instructors will assume your readiness for the class materials and will NOT use class time to discuss prerequisite materials.



Course Contents

Use and maintain your computer properly

- Demonstrate the makeup of a computer
- Use the keyboard and the mouse to navigate
- Use the task manager to perform basic maintenance on your computer.

Manage files and folders using the Windows Explorer

- Navigate Windows
- Manage files using the Windows Explorer
- Name, save and delete files

Identify basic concepts of the word processor (MSWord) and the spreadsheet (Excel)

- Use a word processor to set up documents, letters or reports
- Choose when you need to use a spreadsheet and identify the basic functions of Excel

Protect your identity from theft when using your computer

- Describe the different types of protections available
- Take steps to prevent internet security breaches while browsing

Use other resources to enhance user experience

- Use the Media Player to play music CDs and DVDs
- Describe how digital cameras interact with a computer
- Using the Paint application

Implement internet features to improve browsing ease and safety

- Organize and set up favorites
- Explore the options menu
- Set up toolbars