

## **Beginner's Guide to Computers, Level 1**

Have a computer and not quite sure how to use it? This hands-on course is for you! This course provides students with an overview of computer concepts and the basics of using Microsoft® Windows. Students will work with Word and type letters, use AutoCorrect, copy and paste, and other Word features. In addition, students will learn basic techniques to browse for, open, move and copy, and delete and restore files.

**Prerequisites:** None

### **OBJECTIVES:**

#### **WINDOWS BASICS**

- **Introducing Windows**
  - Turning On the Computer
  - Introducing the Windows Desktop
  - Using a Mouse
  - Using the Start Button
  - Working with Common Program Features
  - Typing Text in a Word Processing Program
  - Exiting Windows Programs
  - Turning Off the Computer
- **Using a Word Processor**
  - Defining a Word Processor
  - Introducing the Word 2007 Window
  - Typing Text in Word
  - Saving a Document for the First Time
  - Saving a Modified Document
  - Scrolling the Word Window
  - Printing and Closing a Document
  - Starting a New Blank Document
  - Using Word's Proofreading Aids
  - Opening a Document
  - Using Cut, Copy, and Paste
- **Working with Files**
  - Introducing the Windows Control Panel
  - Understanding Windows' File Organization
  - Introducing My Documents/Documents Window
  - Using Folders
  - Moving and Copying Files
  - Deleting and Restoring Files