

Computer & Online Basics Agenda

2 day course 9:30 am – 4:30 pm

Section 1	Computer basics Parts of the computer Types of computer Getting started The keyboard The mouse Shut down the computer
Section 2	Introduction to the desktop Icons Taskbar and Start button Windows Storing information Applications Different file types
Section 3	Introduction to documents Creating a document Name and save Change font Bold, italics and underline Cut and paste Copy and paste Print
Section 4	The Word Wide Web The Word Wide Web Evaluating information Online security Connecting to the internet Navigating Downloading Search engines Social networking

Section 5	Email Email accounts Creating an email Replying to an email Forwarding an email Mail attachments
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