Computer and Online Basics
Goals & Objectives

Goals

   a. To develop the user's understanding of the basic functions of a personal computer.

   b. To develop the user's knowledge of the Microsoft packages such as Word, Internet Explorer and Outlook.

Objectives

By the end of this course the user will be able to:

1. Recognise different types of computers.
2. Understand different parts of the computer.
3. Start up the computer and log on.
4. Use the mouse and keyboard.
5. Understand the computer desktop and common icons.
6. Switch between open windows.
7. Open, maximise, minimise and close windows.
8. Compare internal and external storage devices.
9. Understand the function of different types of applications.
10. Open Microsoft Word and create a new document.
11. Format a Word document.
12. Save and name a document.
13. Print a document.
14. Use Copy and Cut icons to move text in a document
15. Understand what a Web browser is.
16. Understand the structure of a Web address.
17. Browse the internet using Internet Explorer.
18. Understand the terms homepage, URL and favourites/bookmarks.
19. Log onto a Website using a username and password.
20. Complete and submit a Web based form.
21. Print a Webpage.
22. Use a search engine to find information.
23. Download a file from the internet.

24. Understand the concept of social networking websites.

25. Understand what email is.

26. Understand the structure of an email address.

27. Be aware of different email accounts.

28. Use the Inbox and Sent Items folders.

29. Send and receive email messages.

30. Reply to and forward messages.

31. Attach files to a message.

32. Shut down the computer.

All of the above will be done using the BCS Computer and Online Basics workbook.