

Everyday Computing Skills

Level 1

Course Outline

Session	Content	Session	Content
1	An Introduction to Windows Basics and Useful Terminology <ul style="list-style-type: none"> • Mouse basics • Windows basics • Starting and exiting a program • Essential terminology • Keyboard layout • Accessories 	5	Working with Pictures <ul style="list-style-type: none"> • Taking a picture using a digital camera • Scanning a picture • Inserting a picture into a Word document • Extension – Creating a picture using Microsoft Paint
2	Introduction to Word Processing <ul style="list-style-type: none"> • Starting Word 2007 • Creating a new document • Using the keyboard • Typing a document • Saving a document on USB drive • Opening an existing document • Print preview and printing a document 	6	Introduction to the Internet <ul style="list-style-type: none"> • Following links to sites for every day use <ul style="list-style-type: none"> - TV and radio guides - movies - phone books - Transperth timetables • Typing a URL
3	Word Processing continued <ul style="list-style-type: none"> • Correcting typing errors • Paragraph alignment • Selecting text • Changing font and size • Bold, italic and underline • Changing the alignment of text (left, centre, right and justified) • Undo and redo • Using preset tabs • Using Shift + Enter 	7	Using the Web continued <ul style="list-style-type: none"> • Using Google to locate specific information • Saving a web page image • Inserting an image into a Word document (review) • Copy and Paste a web image • Use Google Maps
4	Word Processing continued <ul style="list-style-type: none"> • Navigating in a larger document • Inserting page numbers • Inserting pictures • Resizing pictures 	8	Using Email <ul style="list-style-type: none"> • Using Gmail to send and receive an email message • Attaching a document to an email • Opening an email attachment • Revision exercises

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Your Success is Our Priority

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Computing

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