

Computer Course Outline

I. Hardware and Software

- a) Important hardware peripherals
- b) CPU
- c) Memory
- d) Storage
- e) Bus/Ports
- f) Software classification
- g) Operating systems
- h) Common software controls

II. Basic Computer Skills

- a) Review
- b) Mouse Skills
- c) Keyboarding
- d) Windows Vista Interface
- e) Desktop
- f) Icons
- g) Taskbar
- h) Start menu
- i) Opening programs and documents

III. File Administration

- a) Working with windows
- b) Sizing, moving, minimizing, maximizing and closing windows
- c) Navigation pane, address bar, status bar, search bar, organizing folder content
- d) Working with Files
- e) Finding a program or file
- f) Creating, renaming, deleting, cutting, copying and pasting folders
- g) Organizing files into folders, printing, moving and viewing folder contents

Dominico-American Society of Queens

IV. Understanding Basic Windows Vista Security Tools

- a) Windows Firewall
- b) Windows Defender
- c) Automatic Updates
- d) Antivirus, Antispyware, phishing and WAC

V. Introduction to Internet

- a) Internet Concepts and Security
- b) ISP, Domains, Websites and WebPages
- c) Internet Explorer 8
- d) Interface, Address Bar, Search Bar, Status Bar and Others
- e) Internet Navigation
- f) Using Search Engines
- g) Page Marking, Tabs, Accelerators and setting a Start page

VI. Working with Web Email

- a) Setting an Account
- b) Sending a New Email
- c) Replying
- d) Forwarding
- e) Broadcasting Emails
- f) Using a Contact Book
- g) Attachments

VII. Word 2007

- a) Navigating Around Microsoft Word
- b) Using Keyboard Shortcuts to Move Around a Document
- c) Parts of Microsoft Word 2007
- d) Office Button, Quick Access Tool Bar, Tabs, Ribbons
- e) Navigation, Views, Zoom, Moving Around a Document
- f) Saving: Save Versus Save As, Saving in Compatibility Mode, and Exporting to Other Document Types
- g) Selecting Text, Understanding Paragraphs: Line Spacing, General Alignment, Indentation, Spacing and Others

Dominico-American Society of Queens

VIII. Basic Editing

- a) Entering text
- b) Copying, Moving, deleting Text
- c) Basic Formatting
- d) Alignment, fonts, styles
- e) Spelling and Grammar Correction
- f) Typing Your First Document
 - a. Simple Business Format Letter
 - b. Meeting Memo
 - c. Thank You Letter
 - d. Cover Letter for Job Application

IX. Other Formatting Tools

- a) Text Style
- b) Format Painter
- c) Find and Replace
- d) Indentation
 - a. Creating a Flyer
 - b. Simple Resume Format

X. Page Layout

- a) Columns
- b) Border
- c) Inserting Images
- d) Working with Text Boxes
 - a. Creating a News Letter

XI. Creating your Resume

- a) Collecting your data
- b) Selecting a Layout
- c) Do and Don't
- d) Helpful Websites to post your resume

Dominico-American Society of Queens

XII. Creating Tables

- a) Editing Tables
- b) Working with Mail Merge
- c) Using Tables to Create Fill-in Forms

XIII. Working with Templates

- a) Using Resume Templates
- b) Saving My Resume as a PDF