



COMPUTER BASICS – LEVEL 1

Duration: 10 hours of instruction

On successful completion, learners will be able to:

- Understand hardware components versus software
- Understand what an operating system is
- Comprehend basic terminology
- Activate applications from the Desktop and Taskbar
- Recognize and use the consistent menu commands that appear in different Windows applications (i.e. File/New, File/Save, Edit/Cut, Copy, Paste)
- Navigate and set Control Panel features to configure Windows displays
- Look up topics using the on-line Help

File Management Skills

- Navigate My Computer / The Windows Explorer, switch between drives, use multiple windows to display various drives
- Create directories/ folders and subdirectories/subfolders
- Delete files and retrieve after deleted.
- Save files to and retrieve files from a specified folder on the harddrive
- Create shortcuts and understand where shortcuts are located through properties of shortcuts.
- Use FIND/SEARCH to locate files by extension, date, type or size.

Applications and Internet

- Comprehend the differences and uses of wordprocessing, spreadsheets programs
- Create and save files
- Open files, understand the use of Window Menu to switch between open files
- Understand the concepts of web browsing and search engines.
- Understands basic concepts of e-mail.

Evaluation:

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|---------------------------|-------------|
| Completion of assignments | 80% or more |
| Attendance | 80% or more |
| Demonstration of Skills | |

Certificate of Completion on successful completion