

Computer Literacy Course



caring, flexible, professional

Duration: 3 hours

TARGET AUDIENCE

This 3 hour course is intended for those who would like to improve their computer literacy and feel more comfortable using a computer.

LEARNING OUTCOMES

By the end of this course, the student will be able to understand basic computer jargon, as well as being able to find their way around the windows environment and use the basics of some common applications, including Word and Excel.

THEORY SESSION

COMPUTER BASICS

- What is meant by Digital Literacy?
- Types of Computers
- Types of Devices, including tablets and smartphones
- Input and Output Devices

Hardware

- Central Processing Unit (CPU)
- Memory/RAM
- Hard drives and Solid-state drives
- Storage capacities

Software

- Operating systems
- Applications (apps)
- Cloud computing and services

PRACTICAL SESSION

USING WINDOWS

- The Microsoft Windows Screen
 - Desktop
 - Icons
 - Start button/menu
 - Taskbar
 - System tray
- Opening apps
- Moving, resizing and closing windows

FILE MANAGEMENT

- File Explorer
- Folders and subfolders
- Moving and Copying files
- Renaming folders and files
- Deleting files

THE INTERNET

- Different browsers
- Basic internet security
- Bookmarking a site
- Researching the internet

MICROSOFT WORD

- The Microsoft Word screen
- Creating a document
- Editing a document
- Using bold, italics and underline
- Saving a document
- Opening a saved file

MICROSOFT EXCEL

- The Microsoft Excel screen
- Entering information into Excel
- Saving a workbook
- Widening column widths
- Deleting entries
- Fonts
- Formulas
- AutoSum

Duration: 1 day
Delivery mode: Virtual over Zoom
Times: 9am to 3:30PM