

Computer Basics Class Outline

Class Description:

Never used a computer before? Feel like computer terms are written in a different language? Come learn about computer basics. Class will provide an introduction to using the mouse and keyboard. Other topics covered include instruction on working with windows and a discussion of computer terminology.

Class Length: 2 hours

Introduction:

You can't look around these days without noticing computers. They line the walls of schools, libraries, hospitals, offices, stores, and governmental agencies. We see them on television. People even carry them around! Computers have become a daily presence in our lives even for those of us who have not used one before. This class is targeted at beginning computer users. Class will provide basic instruction from turning the computer on, to using the mouse, to performing basic computer tasks.

Objectives:

- Learn about computer hardware/software and develop working knowledge of computer terminology.
- Use the mouse and become familiar with the keyboard.
- Perform basic computer tasks in a Windows environment.
- Troubleshoot computer problems and perform proper shutdown procedures.

Exercises:

1) Getting Started

- Computer Terminology
- Computer Comparison Chart
- Using the Mouse

2) Working with Windows

- The Desktop, Taskbar, and Start Menu
- Parts of a Window
- The Calculator
- Scrolling

3) Keyboarding

- The Keyboard
- Access the Ainsworth Keyboard Trainer
- Take Lessons
- View Progress Report and Exit Program

4) Troubleshooting Tips and Proper Shutdown Procedures

- Handling a Frozen Computer
- Restarting the Computer (Reboot)
- Turning the Computer Off