

Course Curriculum

Introduction to Computers

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What You Can Expect to Learn

Week 1

The parts of the computer (inside & out)
What software is and how it is used
How to use the monitor
How to use the mouse to control your computer
The uses and parts of a keyboard
Start/turn off the computer using correct procedures

Week 2

Use icons to open software
Understanding the internet
How to use the internet to go to a specific website
How to use search engines to find *any* information you need
Understanding email accounts and how to set up one

Week 3

How to create a basic document in word processing
How to enter and modify text
How to use menu bars and choose commands from them
How to open, save, and close a file
How to use scroll bars to view multiple pages of a document
Using the tool bar to make changes to the document
Learn how to copy/move blocks of text
Other miscellaneous word processing information

Introduction to Microsoft Word

What Students Can Expect to Learn

Week 1

Create a new document
Learn how to copy/move blocks of text
Edit and format text
Open, save and print a document
Use synonyms and the thesaurus to replace words
Learn to add bullets, numbering, etc.

Week 2

Create resumes, brochures, etc. using built-in templates
Change the page layout, background and borders
Learn to use menu bars and choose commands from them
Insert headers and footers
Insert clip art and pictures to documents