

Computer Topics

Basic Computer skills

- Basic keyboard layout – where everything is located. Shift Key, Alt Key, Caps Lock, Special symbols.
- Basic windows setup – how to run an application. What does single clicking, double clicking and right clicking do? Change the date and time, change desktop properties (ie wallpaper). Use simple tools like calendar, calculator.
- How to copy and paste information – to a word document, to an email
- How to navigate your Hard Drive (storage device). To locate files, create folders, save files, organize files, and search for files. Accessing a USB drive or Memory card from a camera and moving files between these devices.

Internet

- How to use search engines (google, bing, yahoo) to find information (ie How to's) OR to locate news items (international news / native tongue based info)
- How to create bookmarks so that you can save sites and access them at a later time.
- Creating email accounts (Hotmail/Gmail). Creating, Sending and receiving emails. Organizing email inbox. Explanation of all fields (ie. CC, BCC, reply and reply all etc). How to add an attachment (ie photo file)
- Setting up a Facebook page.

Application Specific

Word processor

- How to use a word processor to type something out. Basic editing -check spelling, increase font size, copy and paste and other changes. How to print from MS Word.

Spreadsheet

- Basics of a spreadsheet program (ie MS Excel). How to setup a spreadsheet so it will add columns or rows, give averages, etc.

Photo Manipulation – Photoshop, MS Paint, MS Photo Gallery

- Photo Editing – how to import and image and crop the photo and resave it in other formats (ie. Jpg, gif). How to rotate a photo