

Introduction to Computers

Tuition: \$ 225.00

Hours: 6



Course Description:

This course is designed for the student with minimal knowledge of MS Office Software, especially Office 2007. Students will cover the areas of basic computer skills, keyboarding and focus on the new Office 2007 interface as well as Office 2007 applications (Word, Excel and PowerPoint).

Course Content

Computer Basics

- Hardware
- Network Concepts
- Windows
- Start, Log On
- My Computer
- The Start Button
- Right Mouse Button/Quick Menu

Keyboarding Concepts

- Home Keys
- Mavis Beacon Teaches Typing

Applications

- Word
- Excel
- PowerPoint

Office 2007 Interface

- Office Button
- Quick Access Tool Bar
- The Ribbon
- Screen Tips
- The Window Pane

Creating a Document

- Typing
- Editing
- Selecting
- Basic Formatting
- Undo Ctrl Z

Printing and Saving

- Print Preview
- Printing
- Saving
- Close a Document
- Open a Document

Navigating a Document

- Selecting Text
- Ctrl Home
- Page Up
- Page Down
- Go To...

Move and Copy

- Cut, Copy and Paste
- Ctrl Z X C V
- Common Quick Key Shortcuts
- <Ctrl> + <P>
- <Ctrl> + <S>
- <Ctrl> + <O>
- <Ctrl> + <N>
- <Ctrl> + <F>
- <Ctrl> + <A>

Excel Basics

- Spreadsheet Concepts
- Mouse Pointer Shapes

Formula Basics

- Math Operators
- Formulas

The Window Pane

- Views
- Zoom

PowerPoint Basics

- Creating a Simple Presentation