

Computer Literacy

Hello, and welcome to “Computer Literacy”. I hope all is well and that you are excited to begin your journey here with us at Eduweb.

Never thought that you could use a computer or cell phone effectively. Think again. Now you can become computer literate at your convenience.

EDUWEB College is determined to have you acquire the skills necessary to use computers and technology efficiently.

We at EDUWEB College will have your fingers walk you through a series of events, that will prepare you for the second stage of becoming an expert, by introducing you to our partner company, ICDL, where you can become Internationally Certified.

Computers have become the norm in our everyday lives. We have no choice but to embrace the technology that is upon us.

Prerequisites:

No experience necessary

Intended audience

Designed for users who have little or no understanding of, or experience in using a computer and would like the opportunity to learn in a supportive and encouraging environment.

Aims

This course aims to familiarize you with computers and Microsoft Windows, while learning basic computer, mouse and keyboard skills in a supportive classroom environment.

Outcomes

By the end of this course, you should be able to:

- appropriately start up and shut down your computer
- navigate the operating system and start applications
- perform basic functions of file management
- perform basic functions in a word processor
- receive and send emails
- use a web browser to navigate the Internet

Delivery style

Presented as practical, instructor-led computer-based training. You will have dedicated access to a computer, so you can follow instructor training and work through in-class activities.

Materials

Course materials are provided electronically.

Introduction to Computers

Why are we here?

What is a computer?

Why do we use a computer?

Getting Started

Terminology

Types of computers

The Keyboard & Mouse

Keyboard

Mouse

Safety and Security

Personal security

Updates

Virus Protection

Computer Maintenance

Cleaning your hardware

Disk Clean Up

Disk defragmenter

Customize the Look and Feel of Windows 10

Desktop Icons

Pointer

Taskbar

Date and Time

Background

Personalizing the desktop

Windows Environment

- Parts of a Window
- Back/forward buttons
- Address bar
- Search box
- Menu bar
- Sizing windows
- Navigation pane
- Moving a window

Folders and Files

- What are folders and files?
- How Windows organizes your files and folders
- Viewing your files in a folder
- Help features

Creating and Managing Folders and Files

- Creating folders and files
- Moving folders and files
- Copying folders and files
- Renaming folders and files
- Deleting folders and files

Google Docs

- Create a Google document
- Format text (Bold, Italics, Underline, different fonts, font size, etc.)
- Check spelling and grammar
- Insert pictures into a document
- Saving a document
- Open saved documents
- Cut, Copy and Paste
- Use templates to create documents like a resume and cover letter
- Print documents

Introduction to Microsoft Word

- Create a Microsoft Word document
- Format text (Bold, Italics, Underline, different fonts, font size, etc.)
- Check spelling and grammar
- Insert pictures into a document
- Save a document
- Open saved documents
- Cut, Copy and Paste
- Use templates to create documents like a resume and cover letter
- Print documents

Introduction to Microsoft Excel

- Excel Interface
- Create a Microsoft Excel spreadsheet
- Open and Close workbooks
- Save workbooks
- Select a cell
- Edit cells
- Cut, copy and paste
- Undo and redo
- Move cells
- Delete cells
- Excel formulas (sum, averages, max and min)
- Autofill
- Merge cells
- Autofit
- Print worksheets

Email

- Email Basics
- Why use email?
- Email providers
- Send email

Internet Basics

Common terms

The World Wide Web (www)

Social Media Applications

WhatsApp

Facebook

Instagram

Twitter

Tik Tok

Linked In

Zoom

The Zoom Meeting Screen

Meeting Controls

Getting Started

Join a Meeting

Meeting Tips

The Zoom App Screen Sharing

Google Drive

The Google Drive Screen

Keyboard Shortcuts

Working with Files and Folders

Upload and Download Content