Course Title: Weekend Warrior – Introduction to Personal Computers

Course Description:
Learn basic computer tasks in a weekend.

Course Objectives:
1. Describe computer system components
2. Connect to the Internet
3. Write a letter on the computer

Textbook(s):
Welcome to the World of Computers, 4th Edition
Labyrinth Learning

Lesson Plan – by week or session

Saturday AM: Getting Your First Look
• Logging on to Windows, Using Gadgets, Logging Off and Switching User, Shutting Down

Starting Programs
• Working with the Start Menu, Controlling Program Windows, Working with the Win 7 Taskbar, Using Program Commands, Saving Your Work, Using the Work Area, Typing with WordPad

Using a Word Processor

Saturday PM: Working with Files
• Introducing the Windows Control Panel, Understanding File Locations, Using Folders, Moving and Copying Files, Deleting and Restoring Files

Browsing Web Pages
• Defining the Internet, Connecting to the Internet, Using Internet Explorer, Navigating with the Address/Search Bar, Navigating with Links, Browsing Controls, Viewing Web Pages

Searching for Websites
• Searching from the Address Bar, Performing Basic Keyword Searches, Using Tabbed Browsing, Bookmarking Favorite Websites, Using the History View, Printing Web Pages

Sunday AM: Sending and Receiving Email
• Introducing Webmail, Signing In to Webmail, Sending an Email Message, Using the Inbox, Replying to Messages, Signing Out
Sending and Receiving Attachments
  • Assuring Internet Security, Downloading Files from the Web, Receiving Email Attachments, Sending Attachments