

Computer Introduction Training : Windows and Internet

Introduction to Computer Introduction Training : Windows and Internet

Equipment

Connect the microcomputer

Central unit

The screen or monitor

The keyboard

The mouse

Getting started with Windows

Start Windows

Discover the Start menu

Open or activate a new session

Log off Windows

Discover the Windows interface

Description of the office

The My Documents directory

The workstation (Computer)

Shut down the computer

Files and directories

What is a hard drive?

What is a folder?

What is a file?

What is an extension?

The essential manipulations

User accounts

Create a User account

Open an application (launch a program)

Activate an open application

Exit an application

Description of windows

Move / modify the dimensions of a window (Desktop)

Manage menus and options for Desktop applications

Installed software: Word

Word interface

Discover the word interface

Show / hide formatting marks

Change the display mode

Entering / selecting / modifying text

Text formatting

Layout and printing

Board

Installed software: Excel

Excel interface

Filing cabinets

Travel / selections

Data entry and modification

Simple calculations

Sheets, rows and columns

Layout and printing

Graphic

Connect to the Internet

Necessary material

Choose an Internet service provider

The Web

Install a browser

Launch a browser

Discover the elements of the window

Enter the address of a site

Navigate in a page

Seeking information

Choose a search engine

Enter the keywords of a search

Do research with Google

Do research with Yahoo

Messaging

Email or Webmail software

Create an email address

Send a message

Read his messages

Reply to a message

Forward a message

Send an attachment

Open / save attachment

The format of the attachments

Save a contact in their address book

Use the address book to send a message

Delete a message