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Learning to Use Computers with Windows XP and Office 2003

Course Outline

Section 1 - Hardware

- Turning on the Computer
- The Monitor
- The Keyboard
- The Mouse
- The System Unit
- Disk Drives
- Modems
- The Printer
- Disk Storage Systems

Section 2 - Software

- Operating Systems
- Units of Measure
- Using the Command Prompt
- Format a Disk
- Application Software

Section 3 - Fun with Windows

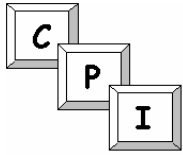
- Starting Windows
- The Desktop
- Standard Desktop Icons
- The Taskbar
- The Start Menu
- Mouse Actions
- Locating Your Applications
- Getting Help
- Shutting Down Windows
- Starting Applications
- Common Screen Elements
- Managing Multiple Windows
- Using Menus and Dialog Boxes

Section 4 - Managing Files and Folders

- Windows Explorer
- Viewing the Contents of an Object
- Creating Folders in Explorer
- Using the View Menu
- Copying Files
- Moving Files
- Deleting Folders and Files
- Using the Recycle Bin

Section 5 - Word Processing with Word 2003

- Starting Word
- What's New in 2003
- Word Screen Elements
- Using Menus and Dialog Boxes
- Entering Text
- Understanding File Management in Office 2003
- Creating and saving a File
- Moving Around in a Document
- Closing a File
- Opening a File
- Using the Ask a Question feature
- Exiting Word



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Section 6 - Using Excel 2003 for Spreadsheets

- Starting Excel
- Excel Screen
- Moving Around the Worksheet
- Entering Data
- Editing Data
- Introduction to the Toolbars
- Edit/Delete/Undo
- Using Formulas and Functions
- Simple Formulas
- AutoSum Function
- Copy Formulas
- Relative Cell Addressing
- Automatic Recalculation
- Insert/Delete Rows
- Exiting Excel

Section 7 - What is the Internet?

- History
- The World Wide Web
- Web Browsers
- Terms and Definitions
- Using Browsers
- Start Your Browser
- Opening Screen
- Explorer ToolBar
- Directory Buttons
- History List
- Favorites
- Help Feature
- Exit the Browser