



SacHIE  
Introduction to Computers  
Syllabus



Item	Content Area	Duration
1	Equipment Overview <ul style="list-style-type: none"><li>- PC</li><li>- Mouse</li><li>- Printer</li><li>- Signature Pad</li><li>- Scanner</li></ul>	20 min
2	Welcome to your desktop <ul style="list-style-type: none"><li>- Start Button</li><li>- Change Background</li><li>- Ctrl+Alt+Delete (task manager)</li><li>- Left/Right and Double-click functions with the mouse</li></ul>	20 min
<b>10 Minute Break</b>		
3	Internet Basics <ul style="list-style-type: none"><li>- Logging in</li><li>- Opening a Browser</li><li>- What's a URL</li><li>- Bookmarks/Favorites</li><li>- Search Engine Basics</li><li>- Project Website</li></ul>	30 min
4	Create a Document <ul style="list-style-type: none"><li>- Create a Word Document<ul style="list-style-type: none"><li>o Creating a sentence</li><li>o Spell check</li><li>o Copy/Paste/Delete/Save</li><li>o Help</li></ul></li></ul>	30 min
<b>10 Minute Break</b>		
5	Use the Document you created <ul style="list-style-type: none"><li>- Screen Shots/Prints</li><li>- Print the document</li><li>- Zip/encrypt/password protect the document</li><li>- Unzip the document</li><li>- Delete and recover document</li></ul>	30 min
6	Open forum/Q and A	30min