

BCS101

BASIC COMPUTER SKILLS

www.crestwoodcollege.com

OBJECTIVE

The objective of the course is to give basic competencies for application of a computer to everyday tasks using standard packages.



CRESTWOOD COLLEGE



Basic Computer Skills Course

Computer Literacy is Essential for every office worker today. The popular desktop operating system is Windows 7, and using MS Office and the internet are all practical skills for performance in the workplace

Objectives

- In this course you will learn how to:
- Find your way around a computer
- Write basic documents
- Use a spreadsheet
- Browse the Web
- Send and receive emails

Duration

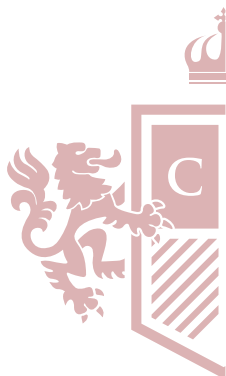
3 days

Audience

New and potential office workers
Anyone new to computers

Pre-Requisites

None



Outline

Introduction to the Computer

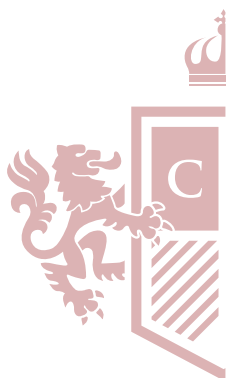
- Using the mouse
- Keyboard skills
- Displays
- Other peripherals

Introducing Windows 7

- What is Windows?
- Windows 7
- Other Windows 7 Editions
- Windows 7 Features
- PC Requirements
- 32-Bit versus 64-Bit
- Installation Options
- Windows 7 Upgrade Advisor
- Upgrade Reports
- Starting Windows 7
- Network Location
- Finalize Settings
- Windows Recovery
- User Account Control
- Using Your Mouse
- Windows Touch

Getting Started

- Select User and Sign On
- The Desktop
- The Start Button
- Getting Started/Welcome
- Get Windows Live Essentials
- Windows Live Settings
- Antivirus Protection
- Help and Support Center
- More Support Options



- Product Activation
- Add a Printer
- Print Preview
- Turn Off Your Computer
- Switch Users

Basic Controls

- Menus
- Dialog Boxes
- Structure of a Window
- Moving a Window
- Restoring a Window
- Resizing a Window
- Arranging Windows
- Aero Snaps
- Switching Windows
- Windows Flip and Flip 3D
- Arranging Icons
- Scrolling
- Closing a Window

Windows Explorer

- Windows Explorer
- Computer Folder
- Exploring Drives
- Opening Windows Explorer
- Navigation Pane
- Libraries
- Customize the Library
- Address Bar
- Customize Layout
- Folder Contents
- Changing Views
- Sorting
- Filtering
- Grouping



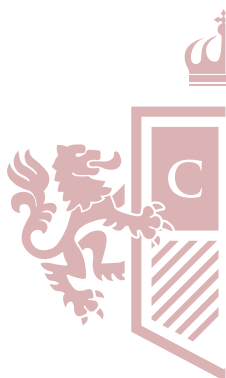
- Folder Options
- Customizing Folders

Manage Files and Folders

- Select Files and Folders
- Copy or Move Files or Folders
- File Conflicts
- Delete Files and Folders
- The Recycle Bin
- Create a File or Folder
- Rename a File or Folder
- Backtrack File Operations
- File Properties
- Open Files
- Recent Items
- Search for Files and Folders
- Compressed Folders
- Fonts Folder
- Character Map

Working with Programs

- Start and Close Programs
- Start Menu Searches
- Create a Shortcut
- Pin to Start Menu
- Pin to Taskbar
- Taskbar Grouping
- Startup Folder
- Minimized (or Maximized)
- Install and Uninstall
- Windows Features
- Program Compatibility
- Windows Virtual PC
- Configure XP Mode
- Command Prompt
- Task Manager



Resource Monitor

Internet and Web Browsing

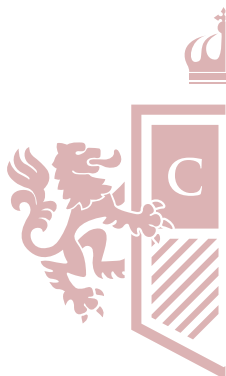
- Internet Connection
- Start Internet Explorer
- Browse the Web
- Browser Buttons
- Search the Internet
- Change Search Provider
- Bookmark Favorites
- RSS Feeds
- History
- Home Page
- Tabbed Browsing
- Zoom
- Print

Email and Messaging

- Web Mail
- Enable Pop Mail
- Start Windows Live Mail
- Receive Emails
- Read a Message
- Reply to a Message
- Compose a New Message
- Windows Live Contacts
- Instant Messaging
- Newsgroups
- Block Spam Senders
- Send a Web Page

Word Processing

- Introducing MS word
- Opening and saving files
- Basic Formatting



SpreadSheets

- Introducing MS Excel
- Opening and saving files
- Summing columns

