

Section	Computer Instruction
1	Introduction to the Computer

Section Outline

Student:/Tut _____

or
Computer _____

Tutor:
Start _____

Date: _____
Completion _____

Date: _____

General Objectives

- | | |
|---|--|
| <input type="checkbox"/> Turn computer on/off | <input type="checkbox"/> Desktop |
| <input type="checkbox"/> Booting/rebooting | <input type="checkbox"/> Start-up Menu |
| <input type="checkbox"/> Basic keyboard awareness | <input type="checkbox"/> Taskbar |
| <input type="checkbox"/> Most used keys | <input type="checkbox"/> Icons |
| <input type="checkbox"/> Use a mouse: Solitaire | <input type="checkbox"/> Passwords |
| <input type="checkbox"/> Program overview | <input type="checkbox"/> Basic computer vocabulary |

Practice/review needed:

Notes/comments

Section	Computer Instruction
2	Word Processing

Section Outline

Student:/Tut _____

or _____

Computer _____

Tutor: _____

Start _____

Date: _____

Completion _____

General Objectives

- Open Word
- Open a document
- Basic toolbar
- Create a new document
- Save
- Print
- Preview
- Templates
- Date/time
- Help: Office Assistant

File menu:

- New
- Open
- Close
- Minimize
- Maximize
- Exit

Mouse:

- Review
- Scrolling

Edit menu:

- Page set up
- Cut/paste/copy
- Insert (Clipart, file, etc.)
- Undo/clear/delete
- Font size/color
- Format
- Bold, italicize and underline
- Move
- Highlight
- Use spell check/thesaurus

Practice/review needed:

Notes/comments

Section	Computer Instruction
3	Using E-Mail

Section Outline

Student:/Tut _____

or
Computer _____

Tutor: _____

Start _____

Date: _____

Completion _____

Date: _____

General Objectives

- General overview
- Set up an e-mail account
- Save/Store/Folders

Addresses:

- Quick address list
- Save addresses
- Create group addresses

Compose:

- Drafts
- Tools

Inbox:

- Receive
- Send
- Reply/Forward
- Attachments
- Block
- Delete
- Storage capacity
- Junk mail

Practice/review needed:

Notes/comments

Section	Computer Instruction
4	Using the Internet

Section Outline

Student:/Tut _____

or _____

Computer _____

Tutor: _____

Start _____

Date: _____

Completion _____

Date: _____

General Objectives

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Activating the Internet <input type="checkbox"/> URL/ Address <input type="checkbox"/> What www means <input type="checkbox"/> Conducting/defining a search <input type="checkbox"/> Home Page <input type="checkbox"/> .com/.ca/.org <input type="checkbox"/> Using search engines <input type="checkbox"/> Exploring web sites | <p>Toolbar:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Favorites <input type="checkbox"/> Search <input type="checkbox"/> Back/Forward <input type="checkbox"/> Refresh/stop <input type="checkbox"/> Printing <input type="checkbox"/> Tools <input type="checkbox"/> Home <input type="checkbox"/> File |
|--|---|

Practice/review needed:



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Notes/comments
