

Introduction to Computers

Understanding Windows (XP & Earlier)



The Essentials

- Computer Overview
- The Front of a Computer and Peripheral Devices
- The Inside & Back of a Computer

Understanding Hardware

- Central Processing Unit
- Memory, RAM and ROM
- Mouse, Keyboard, Monitors, Printers, Sound and Speakers
- Digital Cameras and Web Cams
- Modem, Dial-up, DSL, CABLE
- Hard Drive, CD-ROM & DVD Drive
- Flash Drives and External Hard Drives

Understanding and Using Different Software

- Microsoft Word, Excel, PowerPoint, Publisher, Access
- Surfing the Web using Internet Explorer

Intro to Windows Vista

- Starting and Logging On and Off Windows Vistas
- Understanding the Windows Vista Screen and Start Menu
- Using the Mouse: Pointing, Clicking, Double-clicking & Dragging

Working With a Window

- Understanding the Parts of a Window
- Minimizing, Maximizing, and Restoring a Window
- Moving, Sizing, Closing a Window
- Switching Between Windows

Working With Files and Folders

- Understanding and Creating Folders and Files
- Renaming, Moving and Deleting Folders and Files