



Introduction to Computer Basics – Level 2

Course Objective: Learn how to operate a Microsoft Windows operating system on a micro-computer with an overview of standard software and an introduction to the Internet.

Class Description

The Introduction to Personal Computers book contains valuable information for this class. You should read the chapters beforehand to fully understand and comprehend the material presented in the class.

	Chapters and Topics Presented	Applications
	Review Level 1 Refresh reviewing Edge, Word, Excel, and PowerPoint	Edge, Word, Excel & PPT
	Putting it all together – Edge, Word, Excel, and PowerPoint	Edge, Word, Excel & PPT
	Chap 7 – Using Win 10 Security Appendix B – Other Window 10 Features Appendix C – Continuum Navigation	Edge, Word, Excel & PPT
	Appendix D – Tip App	Edge, Chrome, Word, Excel, and PowerPoint

Notes

1. This is typically a non-graded class. If you require a grade request that at the first class.
2. This is an introduction class; prior knowledge of computers is not expected.
3. Some of the Practice Activities cannot be done in class but can be done at home or the office. An example is “Setting up a printer”. These will be noted during the chapter they are specified in.
4. Questions about prior class topics may be addressed at the end of class to allow the current topics to be covered first.

Practice Activities – These are exercises that walk you through doing the concepts taught in class. These activities may be pushed to the end of class or assigned as homework.

Subject To Change