

Intro To Computer Basics - Level II

Course Schedule

Week (s)	Topic (s)
Week 1	<ul style="list-style-type: none"> • Refresh - reviewing Edge, Word, Excel, and PowerPoint
Week 2	<ul style="list-style-type: none"> • Putting it all together – Edge, Word, Excel, and PowerPoint
Week 3	<ul style="list-style-type: none"> • Using Win 10 Security • Appendix B – Other Window 10 Features • Appendix C – Continuum Navigation
Week 4	<ul style="list-style-type: none"> • Appendix D – Tip App

Note:

- This is typically a non-graded class. If you require a grade request that at the first class.
- This is an introduction class; prior knowledge of computers is not expected.
- 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.
- 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