

Module 1 – Knowing your Computer

- Parts of the Computer
- Operating Systems
- Shutdown or Log Out
- Getting to Know Windows
- Running a Program
- Using the Mouse
- Keys to Keyboarding
- The Start Menu
- Apps vs Desktop Applications
- Working with Start Menu Apps
- The Taskbar

Module 2 – Working with Applications

- Windows Apps
- Creating a Document
- Using the Calculator
- Using Paint
- Using the Windows Snipping Tool
- Learning Copy & Paste
- Saving Your Work
- Using the File Explorer
- File, Folders, & Drives

Module 3 – Exploring the Internet

- What is a Search Engine
- Using a Browser
- Browser Features
- The Address Bar
- Tabbed Browsing
- Search Tips and Techniques
- Safety & Security

Module 4 – Email Basics

- Sending Messages
- Receiving Messages
- Replying to Messages
- Forwarding Messages
- Sending & Receiving Attachments