STELLIETECH

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Course Outline
Introduction to Computers

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Lesson 1: The computer and its parts

- What is a computer
- What are the main physical parts of the computer?
- The differences between a laptop and a desktop computer
- How to set up a computer
- Turning a computer on and off
- How to set up a laptop safely
- Turning a laptop on an off
- Basic computer terminology

Lesson 2: What is the desktop?

- Using the mouse and keyboard
- Logging on to your Computer
- Understanding the Taskbar
- The Start Menu
- My computer

Lesson 3: What are the major components of a window

- Windows and its components
- Minimise /maximise/close buttons/ menu bar
- Understanding the Toolbar menu / settings

Lesson 4: File management

- Create a new folder
- Copy/move files from one folder to another
- Drag and Drop files
- Create different file types with varying extension
- Create a shortcut to an often-used file or application
- Utilise the hard drive and other drives for file management
- Rename/ Delete a folder or file
- Use the Recycle Bin appropriately

Lesson 5: Applications

- What is an application
- Opening Applications
- Understanding Microsoft Office applications

Lesson 6: Introduction to the internet

- Web Browsing (IE Chrome)