



Reboot Computer Training

Introduction to Computers – 2 Day Course Outline

- 1. Touch typing concepts and practice**
- 2. Understanding Hardware and Software**
- 3. Using Windows**
 - The Windows button
 - Controlling applications from the taskbar
 - Access to applications
- 4. Managing Files and Folders with the File Explorer**
 - Understanding the difference between drive, folder and files
 - Folder creation
 - Moving or Copying files and folders
 - Renaming and Deleting files or folders
 - The Recycle Bin and Deleted Files
- 5. Using the Internet**
 - The Browser Window
 - Searching for information using a search engine such as Google, Yahoo, and Bing
 - Visiting web sites
- 6. Microsoft Outlook**
 - Creating an email message
 - Editing and Formatting Text
 - Sending and Replying Messages
 - Working with Attachments
 - Forwarding Messages
 - Managing Folders and Messages
 - Printing Messages
 - Setting an appointment using the Calendar feature



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7. Microsoft Word

- Understanding the Word screen
- Create a new document
- Font formatting
- Paragraph formatting
- Undo and Redo buttons
- Page Setup (orientation, size, and margins)
- Saving files
- Find and Replace text
- Spellchecking
- Printing the document

8. Introducing Excel

- Understanding the Excel screen
- Working with the Excel window
- Creating and opening workbooks
- Moving around workbooks and worksheets
- Understanding cells and ranges
- Selecting cells and cell ranges
- Entering text, numbers and dates
- Deleting the contents of a cell or range
- Using undo and redo
- Formatting cells
- Inserting and Deleting columns and rows
- Changing the column width and row height
- Adding and editing borders
- Cutting, copying, and pasting
- Changing page orientation
- Spellchecking
- Printing a worksheet