
Computer Basics

Prerequisite

No computer experience required

Instructor

Chris Hague
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School Phone

805-497-2761

Room Location

Per Catalog

Overview:

Practical, hands-on learning for new PC users! Get the big picture and fill in the gaps in your knowledge and confidence! We'll be using Windows 10 for this class. We'll also look at some popular applications like Photoshop Elements, Word, and Excel so you can decide what you want to do next!

Class Resources:

Each student will receive a course outline, new terminology, and other useful handouts.

Bring These Items To Class Daily:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The instructor will lecture while demonstrating various techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Class Topics

Windows Basics

- Getting to know your PC
- Logging In / Signing Out of Windows 10

Starting and Controlling Apps

- Moving things around
- Working with the Task Bar
- Multitasking

Using Outlook Email

- Attachments
- Safety

Using the Internet

- Browsers
- Search Engines
- Navigation
- Safety