

Computer Training Syllabus Levels 1 & 2

The Basics for Everyday Living

*This curriculum can be taught in the order presented or in any order the student and tutor agree upon. It's often best to start with naming so that you each know what's being talked about, but from thereon you decide together. Videos and other resources are available on the web. Ask us or just search away!

Level 1 – Understanding

1. Computer Basics

- a. Introduction to the computer (naming and understanding the parts)
- b. Using a mouse or mouse pad to explore the computer
- c. Concept of memory (RAM and hard drive)
- d. What affects the speed of a computer?
- e. Software v. Hardware: What's the difference?
- f. What is an Operating System?
- g. What can go wrong? Is there any reason to be afraid or worry?

2. Typing and Using a Mouse: basic level

- a. Keys on the keyboard: what do they do?
- b. The "Windows" environment: menus
- c. Creating a NEW file in Microsoft Word
- d. Saving a file
- e. Opening a saved file
- f. Deleting a file

3. Commonly used computer programs (software): An overview

- a. Microsoft Word: for writing letters and making fliers
- b. Microsoft Excel: for managing data (numbers and calculations)
- c. Internet Browsers: Firefox, Chrome, Internet Explorer
- d. Online services: email servers (gmail, hotmail, etc), "cloud" services (dropbox, etc)
- e. Applications or "Apps": Duolingo, typing tutor, etc.
- f. Entertainment features: movies, music, emagazines, etc

4. Mobile devices

- a. Android and iOS
- b. Phones
- c. Tablets and iPads

5. Entertainment on the computer

- a. Watching movies: playing a dvd
- b. Listening to music: cd, mp3, RealPlayer, etc.

Level 2 – Doing Things (acción)

6. Knowing the Computer Environment: what is where?

- a. Navigating "windows": know your surroundings

- b. Where are the programs like Word?
- c. Getting to the internet
- d. Getting to your email

7. Using a Mouse to Do Things: intermediate level

- a. Find a file
- b. Find a program
- c. Open a saved file
- d. Delete a file

8. Typing and Making Changes to a File

- a. Type two sentences
- b. Select a word
- c. Change the color of the word
- d. Select one sentence
- e. Change the “font” of the whole sentence
- f. Copy and paste the sentence
- g. Select All of the text
- h. Change the “font size” of all the text

9. Internet

- a. Internet browsers: what do they do?
- b. Search engines
- c. Search words: basic search strategy
- d. Web page address: otherwise known as a “URL”
- e. Web links
- f. Social Media: Facebook and others

10. Email

- a. Set up an email account or open one you already have
- b. Check your email
- c. Reply to an email
- d. Open an attachment: CAREFUL!
- e. Send an attachment: file, photo, etc.
- f. Clicking on links in emails: CAREFUL!
- g. Organizing your emails

11. Entertainment on the internet

- a. Watch a movie: YouTube, Netflix, etc.
- b. Listen to music: YouTube, iTunes etc.
- c. Read an e-magazine: issuu, etc.
- d. Zoom, Google Meet, etc.
- e. Facebook, WhatsApp, chat, etc.