

# Intro to Computers Class Syllabus

## How Computers Work

- Identify the main parts of a computer
- Identify the steps for starting and shutting down a computer
- Identify the different groups of keys on a keyboard
- Perform different tasks by using a mouse
- Understand computer terminology
- Identify what determines a computer's performance

## Windows 7 Operating Systems

- The operating system's desktop
- The operating system's taskbar
- Working with Windows
- Using menus, buttons, bars and boxes
- Understanding security and safe computing
- Getting help

## Introduction to the Internet

- Starting a web browser
- Search engines
- Web site extensions
- URL strip, what is it?
- Tools bar and tools
- Other terms and tools
- Job searching online

## Introduction to Email

- Web based vs. ISP provided
- Signing up for free e-mail
- Reading-Writing-Sending-Replying
- Phishing and false emails
- Attaching files (resume's)
- Embedding files (without attaching)
- Address book (also called contacts)