



# Introduction To Computers

Conejo Valley Adult Education  
Computer Training Center

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Become COMPUTER LITERATE! These classes are for the person who has had little or no experience on the computer. The information is **very** basic and is taught “from the beginning” on a level everyone can understand. It includes lots of “hands-on” computer parts and “hands-on” computers as well!

## Beginning

- **What Does a Computer Look Like?** Desktop (Tower), Notebook (Laptop), Netbook.
- **What Language Does It Speak?** Operating Systems, PC vs. MAC, Windows 7 and beyond.
- **How Do I “Talk” To It?** Input and/or Output Devices (Keyboard, Notebook Keyboard, Scanner, Digital Camera, Microphone, PDA, MP3 Player, Mouse and other USB Devices), Using the Mouse (Right-click, Drag and Drop, Click, Double-click).
- **How Do I Make My Way Around Windows?** The Windows 7, Windows Vista, and Windows XP Desktops, Locate and Use the Calculator and Paint Programs, Use the Title Bar to Move a Window, Learn to Change the Size of a Window, Close a Window, Use the Menu Bar, Use the Toolbar (back and forward buttons as well as changing views), Switch Between Open Windows, Scroll Vertically and Horizontally.
- **How Does It Communicate With Me?** Output Devices (printers, monitors, and speakers).
- **Does It Have a Brain?** Processor (CPU) and Gigahertz (GHz)
- **Where Does It Remember Things?** Temporary Memory (RAM) and Permanent Memory (hard disk, CD, Flash Drive).

## Intermediate

- **Windows Folder Basics.** Folders, Files, and Subfolders, Understand the Documents, Music, and Pictures Folders.
- **Creating, Saving, and Deleting a Word Processing Document.** Open a Word Processing Program, Save a Document, Delete and Restore a File, Open a Document that Already Exists, Move Through a Document Using the Keyboard.
- **Exploring Common Programs.** Work with a Word Processing Program (Word), a Spreadsheet Program (Excel), and a Presentation Program (PowerPoint).
- **More Storage Devices.** Learn About CD-ROMs, CD-Rs CD-RWs, DVDs, DVD-Rs, and DVD-RWs; Install a Program from a CD, Rip a Song from a CD, Move or Copy Files to a Flash Drive.
- **Editing and Printing a Word Processing Document.** Select (highlight) Text, Format a Document (change text size or font, bold, italicize, underline text, change text color), Center or Justify Text, Preview a Document, Print a Document.