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# Computer Basics

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**Prerequisite:**

No computer experience required

**Instructor**  
\_\_\_\_\_**School Phone**

805-497-2761

**Class Dates**  
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\_\_\_\_\_  
\_\_\_\_\_**Room Location**

Room \_\_\_\_\_

**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 and Recommended Books:**

Each student will receive a course outline, new terminology, and other useful handouts. Suggested books for further study will be recommended in class

**Bring These Items To Class Daily:**

- Pen or Pencil and note pad

**Instructional Procedure:**

The Instructor will lecture while demonstrating various computer basic 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.

**Homework Policy:**

Students will receive handouts which may contain some home practice activities however homework is NOT required.

## Class Topics

- Windows Basics
  - Logging in/signing out of Windows
- Starting and Controlling Apps
  - Moving things around
  - Working with the Task Bar
  - Multitasking
- Working with Apps
  - Ribbons
  - Saving
- Using Email
  - Attachments
  - Safety
- Using the Internet
  - Equipment
  - Browsers
  - Navigating