

Course Outline

Introduction to Computers and the Internet

Hardware and Software Defined

Short History of Personal Computers
Hardware Components Defined
Operating Systems Defined
Application Software Explained

Getting Started

Introduction to the Keyboard
Introduction to the Mouse
Introduction to the Desktop
Shutting Down

Basic Word Processing

Opening WordPad
Saving your Work
Printing Your Document

Internet

History
Types of Access
How Do I Get Connected
Protecting Yourself
Menus in Internet Explorer
Standard Buttons Toolbar
Surfing the Net
Interesting Sites
Working with Favorites
Changing your Home Page
Setting Personal Options

E-Mail

What you need to Access E-Mail
Tips for using E-Mail

PRICE: \$100, including hand outs