









# Introduction to Computers

## Course Description

Over the two days, this course aims to build confidence and develop the fundamental skills needed to start exploring computer software and the Internet.

## Course Content

We will cover subjects such as:

-  the desktop environment (icons, shortcuts, wallpaper, and screensavers),
-  opening applications,
-  basic word processing,
-  storing data,
-  file management,
-  printing,
-  brief introduction to the internet, and
-  general occupational health & safety in the workplace.

A statement of attainment will be issued to competent students.

## Course Outline – Day One

9:00am	Introduction Introduction to Internet
9:30am	Occupational Health & Safety component – complete and discuss online multiple choice questions for “General Module” and “Office and Business Module” at Work Safe website ... <a href="http://www.safetyline.wa.gov.au">http://www.safetyline.wa.gov.au</a> .
10:15am	Morning Tea Break
10:30am	Creating a document; saving files; naming files; opening files; moving around the screen and document; move the view of the document; using the keyboard; show/hide (view characters). TYPING TUTOR(on system. N.B. Each document created during the day will need to be saved to you're A:\ (floppy disk) and printed – your name and the date will need to be on each page you hand in.
12:00noon	Lunch
12:45pm	Editing a document; deleting text; inserting blank lines and text; overtyping or insert; undo and re-do buttons; move and copy text (cut, copy & paste).
2:15pm	Afternoon Tea Break

2:30pm        Formatting; selection tips; selecting (or highlighting) text using the mouse; bold, italic and underline; changing font types quickly; changing font colour; alignment; bullets and numbering.

3:30pm        Close

### Course Outline – Day Two

9:30am        Line spacing; paragraph spacing; spelling and grammar checker; practice/review exercise.

10:15am       Morning Tea Break

10:30am       Opportunity to finish off any unfinished work or to start on assignments.

12:00noon    Lunch

12:45pm       Assignment 1 – Project. Creating a document, typing several paragraphs on the topic, “If I won Lotto, I would ...”. Page needs to be saved to A:\ (floppy disk) and printed out with your name and date.

2:15pm        Afternoon Tea Break

2:30pm        Assignment 2 – Project. Copy typing page animals.

3:30pm        Close – end of workshop.