



Tackle Tomorrow Computer Class Syllabus

Paul L. Dunbar Learning Center

Classes Tuesdays & Thursdays

9:00a.m. – 11:00a.m.

Week One – August 16 & 18, 2022 Basic Computer Skills

Pre Test

Explain to students Windows 10/11 and all prior operating systems

How to turn the monitor on

How to turn a computer on

You will see a green light if it is on

How to turn off the computer (proper way to logoff)

How to use the mouse (Do an internet search on “Mouse Exercise”

Double Clicking the Mouse Button

How to adjust the mouse

How to use the right click button on the mouse

How to open a program using mouse skills

How to use the Title Bar

How to move and resize a window

How to find and open a computer program

How to close a computer program

How to use a program in more detail

Introduction to the keyboard

Typing exercises using program “Typing Quick and Easy”

Explain to students how words are read using bits and bytes.

Week Two – August 23 & 25, 2022 Computer Vocabulary

Pass out handouts and explain to students the different types of words used in the computer industry.

Week Three –August 30 & Sept. 01, 2022 Opening and Saving Files

How to open and save a file
How to save to different drives
How to open a file from a disk or USB flash drive.
How to use more than one program at a time
How to create a folder
How to save a file
What is the difference between save and save as

Week Four – Sept. 06 & 08, 2022 Skills and Activities Practice

Keyboard shortcuts
Copy =Ctrl+C
Paste = Ctrl+V
Select All = Ctrl+A
Cut = Ctrl+X
The Windows Key
Alt+Spacebar
Alt+Tab
Alt+f4
Shift +F10 = Right click
Selecting files with the shift key, control key
Ctrl+P Print
Up and Down Arrow Keys
How to change the display
Copy, Cut, Paste, What it's for and how to use it
Fonts
Type Sizes
Color
Inserting Images
The Control Panel
How to download videos and convert them to MP3

Week Five – Sept. 13 & 15, 2022 Internet

Internet Demonstration
What is the Internet and what can you use it for (discussion)
E-mail (create students email account, outlook, Gmail, yahoo, etc.)

How to download videos and convert them to MP3

Week Six – Sept. 20 & 22, 2022 Internet

Week Seven – Sept. 27 & 29, 2022 Internet

Web Surfing

Chat (Skype and Windows Live)

Week Eight – October 04 & 06, 2022 Microsoft Word 2016

- **Exercise 1: Typing and Editing**
- **Exercise 2: Editing and Formatting**
- **Exercise 3: Spell Check**
- **Exercise 4: Spell Check**
- **Exercise 5: Spell Check**

Week Nine –October 11 & 13, 2022 Microsoft Word 2016

- **Exercise 6: Editing and Spell Check (Microsoft Word format) | Practice (Microsoft Word format)**
- **Exercise 7: Editing and Formatting | Formatting Practice (Microsoft Word format)**
- **Exercise 8: Tables**
- **Exercise 9: Columns and Indenting**
- **Exercise 10: Bullets and Clip Art**
- **Copying and Pasting Images**
- **Microsoft Word: Using HELP 2016 Version**

Week Ten– October 18 & 20, 2022- Microsoft Word 2016

Create a Flier using a picture as a background

Week Eleven October 25 & 27, 2022- Microsoft Word 2016

Week Twelve– November 01 & 03, 2022 PowerPoint Presentation

All about me

Week Thirteen – November 08 & 10, 2022 PowerPoint Presentation

Continue from week Twelfth

Week Fourteen– November 15 & 17, 2022 Microsoft Excel 2016

Create and Excel document of your checking account using Calculations.

Week Fifteen – November 21 – 25 Thanksgiving Holiday No Classes

Week Sixteen– Nov. 29 & Dec 01, 2022 How to get out of a virus by using Ctrl Alt Delete

Week Seventeen– Dec 06 & 08, 2022 Using Google Translate

Week Eighteen – Dec 13 & 15, 2022 When buying a computer/Post test

Dec 20, 2022 Graduation.