

CURSO DE HABILIDADES EN COMPUTADORAS Gratis

En solo un semestre, los estudiantes obtendrán el conocimiento y la experiencia necesarios para usar computadoras con confianza y seguridad en cualquier entorno. En el transcurso de cinco meses siguiendo el cronograma de Dallas ISD, los estudiantes aprenderán todo, desde habilidades y funciones informáticas básicas, Microsoft Office, hasta comprar una computadora propia. Para obtener más información sobre el curso, consulte a continuación para ver el plan de estudios de muestra. Esta clase es por zoom o en la escuela Dunbar.

09 de Enero de 2024

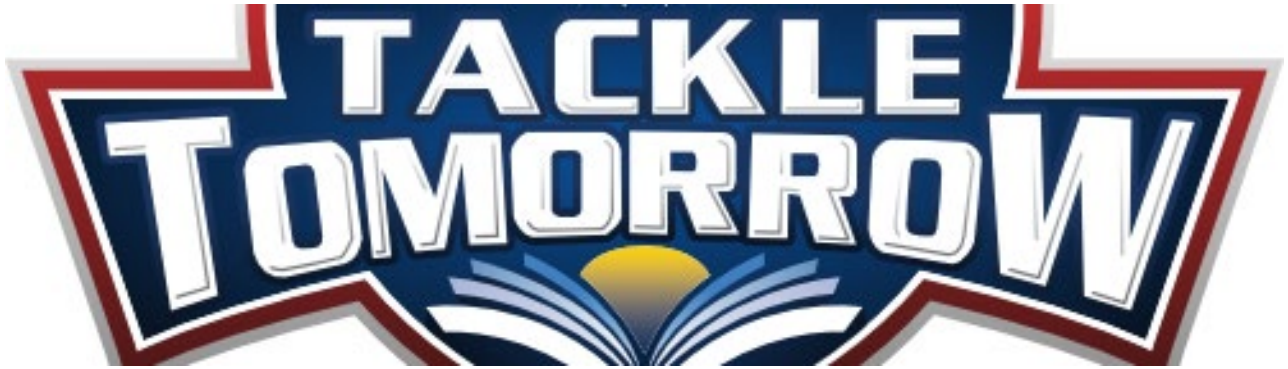
Martes y Jueves

Paul L. Dunbar Learning Center | 4200 Metropolitan Ave.

9:00 a. m. - 11:00 a. m.

Llamar a Eddie Hernandez 972-965-8772





FREE COMPUTER SKILLS COURSE

In just one semester, students will gain the knowledge and expertise needed to confidently and safely use computers in any setting. Over the course of five months following the Dallas ISD schedule, students will learn everything from basic computer skills and functions, to Microsoft Office, to buying a computer of their own. For more information on the course, see below to view the sample syllabus. This classes are on zoom and at Dunbar Elementary School.

January 09, 2024

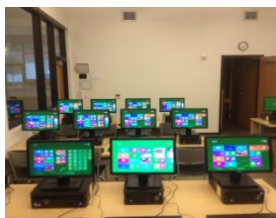
Tuesdays and Thursdays

Paul L. Dunbar Learning Center | 4200 Metropolitan Ave. or on Zoom

9:00am - 11:00am

Call Eddie Hernandez at 972-965-8772





Tackle Tomorrow Computer Class Syllabus

Paul L. Dunbar Learning Center & Virtual

Classes Tuesdays & Thursdays

9:00a.m. – 11:00a.m.

Week One – January 9 & 11, 2024 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 – January 16 & 18, 2024 Computer Vocabulary

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

Week Three – January 23 & 25, 2024 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 – January 30 & February 1, 2024 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 – February 06 & 08, 2024 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 – February 13 & 15, 2024 Internet

Week Seven – February 20 & 22, 2024 Internet

Web Surfing

Chat (Skype and Windows Live)

Week Eight – February 27 & 29, 2024 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 – March 05 & 07, 2024 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 Tenth – March 11 to 15, 2024 – Spring Break

Week Eleventh – March 19 & 21, 2024- Microsoft Word 2016

Create a Flier using a picture as a background

Week Twelve March 26 & 28, 2024 - Microsoft Word 2016

Week Thirteenth– April 02 & 04, 2024 PowerPoint Presentation

All about me

Week Fourteen– April 09 & 11, 2024 PowerPoint Presentation

Continue from week Thirteen

Week Fifteen–April 16 & 18, 2024 Microsoft Excel 2016

Create and Excel document of your checking account using Calculations.

Week Sixteen –April 23– 25 How to Use YouTube

Week Seventeen –April 30 & May 02, 2024 How to get out of a virus by using Ctrl Alt Delete

Week Eighteen – May 07– 09 2024 Using Google Translate

Week Nineteen – May 14– 16 2024 How to download MP3 music

Week Twentieth – May 21, 2024 Post Test

Week Twenty one May 23, 2024 Graduation