



Tackle Tomorrow Computer Class Syllabus

Paul L. Dunbar Learning Center & Virtual

Classes Tuesdays & Thursdays

9:00a.m. – 11:00a.m.

Week One – August 13 & 15, 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 – August 20 & 22, 2024 Computer Vocabulary

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

Week Three – August 27 & 29, 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 – September 3 & 5 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 – September 10 &12, 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 – September 17 & 19, 2024 Internet

Week Seven – September 24 & 26, 2024 Internet

Web Surfing

Chat (Skype and Windows Live)

Week Eight – October 01 & 03, 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 –October 08 & 10, 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 – October 15 to 17, 2024 – Microsoft Word 2024

Create a Flier using a picture as a background

Week Eleventh October 22 & 24, 2024

Week Twelve October 29 & 31, 2024 - Microsoft Word 2016

Week Thirteenth– November 05 & 07, 2024 PowerPoint Presentation

All about me

Week Fourteen– November 12 & 14, 2024 PowerPoint Presentation

Continue from week Thirteen

Week Fifteen–November 19 & 21, 2024 Microsoft Excel 2016

Create and Excel document of your checking account using Calculations.

Week Sixteen –November 25– 29 Holiday Thanksgiving Break

Week Seventeen –December 03 & 05, 2024 How to get out of a virus by using Ctrl Alt Delete and how to use Youtube.

Week Eighteen – December 10– 12 2024 Using Google Translate

Week Nineteen – December 17 2024 Post Test

December 19, 2024 Graduation