

COMPUTER LAB, NOVICE: WINDOWS 7&8

Spring 2015

Syllabus

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Synopsis: This course provides an overview of the basic functions of personal computers and instructs students in how to use them. It is designed for persons who have little or no experience with computers. Its purpose is to make students comfortable with personal computers and to provide the basic knowledge and skills needed to perform the major computer functions without assistance. These skills will be applied to the basics of applications such as word processing, spreadsheets (tables of numbers), email and the internet. Members in this section may use Windows 8.1 or Windows 7.

Students should have access to a computer with Windows 7 or 8 installed. Practice outside the lab is essential for acquiring the skills.

The course will not follow a rigid schedule but will be designed to accomplish the objectives given on a separate page. Many of the exercises are repetitive so do not be alarmed if you do not "get it" the first time you attempt a task. Additional handouts will give more detailed instructions for specific tasks. Each session will include review and time for questions related to material covered in previous classes. There will be homework assignments: reading and practice. Practice is necessary for mastering the skills and concepts used in class.

It is recommended that students purchase a flash (USB) drive in order to transfer work done between class and home.

Laptop users will require UD Internet access by Week 6. If you already have a University account you should retrieve your login and password information.

Prerequisites: **None** beyond a willingness to practice outside of class,

This is a tentative schedule. Material covered will depend upon the progress and interests of the class.

Introduction

Class 1 Computer room procedures. Vocabulary: Overview of computer hardware and software. Using the keyboard, touch screen, mouse, and disks. Double clicking. Adjusting the mouse. The 'Modern' Start screen and desktop.

Working with Words

Class 2 Shutting down and starting up the computer.
 Tiles, shortcuts and Start menu.
 Open WordPad from the shortcut on the desktop.
 Open WordPad from the Start menu.
 Menus and ribbons
 Typing a letter. Opening a file and saving a file.
 HW: Practice typing in Notepad or WordPad. Save your typed document.

Computer Lab: Novice, Windows 7&8

Class 3 More on WordPad. Multiple Windows
Cut, Copy/ Paste
Formatting

Working with pictures

Class 4 Paint and picture formats. More on editing and correcting a document. Web mail.
HW: Use Paint to create a picture.

Class 5 Using pictures from a digital camera. Saving pictures (and other files) to a flash
drive)

Organizing: Files and folders

Class 6 Organizing files. Windows Explorer. Internet Explorer
Create a folder or use an existing folder within My Documents. Copy or move
files between My Documents and a folder within My Documents.
HW: Create a folder in My Documents. Move a file from My Documents into the
folder. Find the file using the search utility.

Working with numbers

Class 7 Spreadsheets. Deleting a file. The Recycle Bin.

The Internet

Class 8 The Internet. Security. Websites
Look at the Security center
Finding a website. Entering URLs. Favorites or Bookmarks

Class 9 The Internet. Browsers and search engines. We will make some directed searches
and create a set of favorites. Search for a topic of interest.
HW: Search for topics of interest. Put your favorite sites into Favorites.

Class 10 Internet. Search engines
Find what you want.
Save text by copying into a program on your
computer Finding pictures on the Internet
Saving pictures to your computer.

Class 11 Set up email accounts
Look at basics of email use.

Email: Google mail

Class 12 Email. The address book. Add yourself and at least one classmate to the address
book.
HW: Set up your own address book. Send all of the instructors an email.
Add a group of addresses to your address book. Send an email to your group

Review

Class 14 Review. Troubleshooting.
HW: Use your computer without fear. Practice and have a nice holiday.

Objectives: Novice Computer Laboratory

Windows Operating System Knowledge

1. Gain an understanding of the role of the operating system, computer software and hardware.
2. Gain a basic knowledge of the Windows environment: desktop, menus, toolbars, and icons.
3. Gain an idea of what is going on in the computer during startup, operation, and shutdown.
4. Gain a basic understanding of computer peripheral devices and accessories.

Operational Skills

1. How to shutdown and restart the computer.
2. How to start and end programs.
3. How to run more than one program at a time (“multi-task”) and switch between them.
4. How to minimize, maximize, restore, move, size, and close a window.
5. How to use the task bar and notification areas.
6. How to create “shortcuts” to frequently used programs.
7. How to use the Windows Help System when you need it.
8. How to explore the contents of your computer using “My Computer”. and “Explorer”

Mouse and Touchscreen Skills

1. How to *left-click* and *tap* to select an item.
2. How to *double-click* and *double tap* to open a file or start a program.
3. How to *drag* (move) an icon or window while holding the left button.
4. How to *right-click* and *press and release* to display a *context* menu to perform various tasks.

Keyboard Skills

1. Learn the location and use of special keys:
Ctrl (Control), **Alt** (Alternate), **Del** (Delete), **Backspace**, **Esc** (Escape), **Arrow** keys, **Enter**, **Shift**, **Tab**, **Home**, **End**, and **Function** keys.
2. Learn some key combinations that are used to perform various tasks such as: **Ctrl+C** to *copy* text, and the very useful “three-fingered salute” **Ctrl+Alt+Del**

File Management Skills

1. Learn to develop file management strategies.
2. Learn the importance and use of the “My Documents” folder.
3. Learn to save and retrieve files on the computer’s hard drive and on removable storage media.
4. Learn to create, name, copy, move and delete files and folders.
5. Learn to organize files and folders.
6. Learn to use the windows search tools to find misplaced files.

Practicing Basic Skills

1. Use the programs listed below to practice basic computer skills:

Graphics – Create a picture using Paint.

Word Processing – Create a text document using Wordpad.

Pictures – Copy pictures to your computer, resize a picture

Internet, Email, Office Programs, and PC Security

1. Gain an understanding of how to use a browser to access the Internet, enter an internet address (URL), save favorite sites, and use a search tool to find information on the internet.
2. Gain an understanding of the basics of using email and configuring an email program.
3. Get an overview of protecting your computer from “malware” (viruses, worms, adware, spyware, etc.).
4. Get an overview of Microsoft Office Programs—Word, Excel, Power Point