

Classes taught by Steve Krowitz



A+ Certified Computer Technician
Network Technician

Course Syllabus for Beginners Computing Class

Class 1

Introduction to computing
Over view of the basic components
How to turn a computer on and off
Basic windows instruction
The start menu
How to use the mouse
How to open a program, We will start with the solitaire program to improve mouse skills
Title Bar
How to move and resize a window
How to operate a computer program
How to close a computer program

Class 2

Review of first class
How to use a program in more detail
How to use more than one program at a time
How to use the calculator
Introduction to the keyboard
To develop keyboard skill we will use a simple typing program

Class 3

Review class one and two
Practice mouse and keyboard skills
Windows in more detail
Paint program

Class 4

Review All
Introduction to Word Processing and desktop publishing
Note Pad
How to make a directory or (folder)
How to save a file
What is the difference between save and save as
Word Pad
What is the Internet and what can you use it for (discussion)
E-mail
News group
Web Surfing
Chat

Class 5

Review
Internet
Demonstration

Class 6
Review all
Questions and answers

INTERMEDIATE CLASS

Word processing and desktop publishing “ Class Project will be each student will and make a Letterhead, it will include a logo or picture and different type sizes and colors then saved to floppy disk. Or other removable media

Fonts “
Type Sizes
Color
Inserting Images

How to make a directory or (folder)
How to save a file
What is the difference between save and save as
Saving files
How to save to different drives (for example The Floppy Drive)

Copy, Cut, Paste, What it’s for and how to use it
Double Clicking the Mouse Button
The Control Panel
How to adjust the mouse
How to use the right click button on the mouse

How to create a shortcut
How to remove a shortcut
Shortcut properties target and how to edit target

The Recycle Bin

Windows Explorer in detail
What are file extensions?
Understanding file formats
Open With Dialogue Box

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
Desktop Properties

How to edit the startup menu
How to clear Documents

What is needed to connect to the Internet
What is a modem?
What is dialup networking?
Broadband Internet DSL/ Cable

How to install a computer program
How to remove a computer program

What is a device driver?
Device Manager

Printers: How to install a printer and how to use one

Virus protection
Adware
Spyware
Malware

Right Clicking and how it can be used. We learned how to open Windows Explorer by right clicking on MyComputer
Disk Maintenance
How to defrag and scandisk using mouse shortcuts
Keyboard shortcuts Alt +F4 also Alt + Spacebar
Properties in the file menu (C DRIVE)

ADVANCED CLASS

Networking
What is a network
File sharing and permissions

Network Hardware
Switch, Router etc
Cable Cat 5 rj 45
NIC
Network cabling
How to cut your own cable
Wireless networking
How to set up wireless network
Security issues

P2P networks
IRC
Risks Involved