# Introduction to Computing for Seniors

## Week 1  Getting Started
- Development of computers, how they work.
- Windows 7
- Windows components / terminology – desktop, windows, menus, commands, dialogue boxes, icons, buttons, scroll bars, resize, restore and close.
- Opening, using and quitting a Windows 7
- Minesweeper or Solitaire.
- The Help system explained - jumping between topics.
- The shut down procedure.

## Week 2  Paint
- Using the Paint Accessory - the tools and palette.
- Using the tools to create an image.
- Creating graphics, sizing and moving, copying and pasting graphics.
- Exercises to use these features.

## Week 3  The Desktop
- Changing the look of the Desktop - arranging Windows and icons.
- Changing desktop appearance
- Creating folders and shortcuts on the desktop.
- Changing the time and date format.
- Changing sound volume.
- Using the calculator.

## Week 4  Word Processing
- Introduction to word processing. Creating a file, inserting and deleting text.
- Improving accuracy - spell checker.
- Character formatting - changing fonts, sizes and styles.
- Checking at paper sizes and margins etc via page setup.
- Printing - page setup, preview and print.
- Saving and exiting.

## Week 5  More Word Processing
- Editing text
- Selecting text
- Changing fonts, sizes and styles.
- Cut and paste
- Previewing and printing
- Find and Replace

## Week 6  Spreadsheets
- Spreadsheet terminology - column, row, cell, cell reference, formulas, functions, ranges.
- Spreadsheet design, entering data, formulas, formatting.
- Saving and printing.
- Exercises to practice these features

## Week 7  Encarta - Finding Information
- Navigating the Encarta CDROM
- Finding information in Encarta.
- Following links to the Internet and browsing sites.

## Week 8  Working with Files & Folders
- Using My Computer - drives icons, folders, subfolders and files.
- Organize Folders and files - create new folders, copy, move, rename and delete files.
- Methods of copying and moving files - on the same drive, to a floppy.
- Creating shortcuts to folders and files.

## Week 9  ClipArt, Wizards
- Using ClipArt in documents.
- Moving, resizing and aligning ClipArt.
- Using some Wizards that come with the software.

## Week 10  Project
- Using the tools we have used in class to create a document to include spreadsheet information and ClipArt.