Introduction to Computing for Seniors
Course Outline

**Description:**

**Target Group**

This course has been designed with the over 50's in mind, but anyone who would like this style of beginner’s course is welcome.

A low stress course for beginners who want to ease themselves into computing. Maybe you’d like to learn more about the technology which has entered all walks of life, keep up with the children or grandchildren or are just plain curious. Topics are hands-on and include clipart, wizards, drawing tools, handling files, basic spreadsheets and word processing.

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<th>Week</th>
<th>Content</th>
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| 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. |
| 2    | MS Paint  
• Using the Paint Accessory |
| 3    | The Desktop  
• Changing the look of the Desktop  
• Creating folders and shortcuts on the desktop.  
• Changing the time and date format.  
• Changing sound volume.  
• Using the calculator. |
| 4    | Word processing.  
• Entering text  
• Spell checker.  
• Printing |
| 5    | Word processing.  
• Editing text  
• Selecting text  
• Changing fonts, sizes and styles.  
• Cut and paste  
• Previewing and printing  
• Find and Replace |
| 6    | Spreadsheets  
• Terminology  
• Spreadsheet design, entering data, formulas, formatting.  
• Saving and printing. |
| 7    | Searching a database  
• Navigating Encarta  
• Finding information in Encarta.  
• Following links to the Internet and browsing sites. |
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| **8** | File Management  
  - Windows Explorer  
  - Organize Folders and files  
  - Methods of copying and moving files  
  - Creating shortcuts to folders and files. |
| **9** | Clip Art and Wizards  
  - Using ClipArt in documents.  
  - Moving, resizing and aligning ClipArt.  
  - Using some Wizards that come with the software. |
| **10** | Project  
  - Review of course skills. |