

Basic Computing – 6 weeks (Windows 7)

Topics Include:

Windows Basics

- How to turn on and log in to computer
- Mouse and keyboard basics
- Using and navigating programs

Internet Basics

- Navigating and searching for webpages
- Setting up home page and favourites
- Finding local news, weather, and phone numbers
- Find “How To” videos and television shows
- Navigating graphical interfaces (i.e. online maps)
- Buying and selling online
- Basic printing of online content

Overview

The **Basic Computing** course begins with fundamental skills, such as turning on and logging into ADSB computers, and using the mouse and keyboard. Students then learn to navigate the Windows environment, performing such tasks as recognizing different parts of the computer ‘desktop,’ opening and closing programs, and working within program windows. The following weeks of this course are spent using the Internet to search for websites, locate images, and look up other information, such as online maps, telephone directories and general conversions. Students may also use the Internet to locate personal interest websites, perform job searches, buying and selling, and plan vacations.

Are You Ready To Take This Course?

Students should possess these minimum skills and/or materials prior to taking this course:

- No experience related to computers necessary (familiarity with mouse and keyboard an asset)



Microsoft Word – 6 weeks

Topics Include:

- Basic formatting of text (i.e. font, alignment, superscript, subscript, special characters etc.)
- Basic pages set-up (i.e. line spacing, margins, pages size, columns, etc.)
- Inserting and formatting images, tables, text boxes, WordArt, etc.
- Inserting pages elements (i.e. bullets, numbered lists, headers, footers, etc.)
- Copying and pasting information/images from other sources
- Using built-in templates

Overview

Using **Microsoft Word**, students will begin with basic formatting of text and images, and progress to more advanced layout techniques. Students will scaffold learned techniques through the creation of various Word projects. Projects may include recipes, business documents, photo collages, posters, and envelopes.

Are You Ready To Take This Course?

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.



Microsoft Excel – 6 weeks

Topics Include:

- Working with spreadsheets
- Spreadsheet terminology
- Creating and formatting spreadsheets
- Entering formulas and quick function tools (i.e. AutoSum)
- Inserting and formatting charts and graphs
- Inserting additional features (i.e. comments, objects, pictures, headers, footers, etc.)
- Linking and/or inserting Excel information into other documents
- Using built-in templates

Overview

Using **Microsoft Excel**, students will be introduced to the fundamentals of spreadsheets, with emphasis on applications used personally and in the workplace. Students will develop a variety of spreadsheet projects, culminating with a detailed budget spreadsheet. These projects will include topics such as, formatting cells, changing number formats, inserting formulas and functions, and linking worksheets. Students will also learn how to incorporate this information into a Microsoft Word document and format for printing and presentation purposes.

Are You Ready To Take This Course?

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.
- Basic knowledge of simple mathematical calculations (performed within the program)



Microsoft PowerPoint & Publisher – 6 weeks

Topics Include:

PowerPoint

- Tips on making effective presentations
- Using built-in templates
- Inserting images, text boxes, WordArt, ClipArt, objects, etc.
- Inserting components from other Microsoft Office programs (i.e. Excel charts and graphs)
- Inserting videos and hyperlinks
- Applying sounds, animations, and page transitions
- Printing handouts for a variety of purposes

Publisher

- Using built-in templates and creating custom templates
- Inserting images, text boxes, WordArt, border art, objects, etc.
- Inserting components from other Microsoft Office programs (i.e. Excel charts and graphs)
- Using colour schemes and customizing tools

Overview

The **Microsoft PowerPoint** portion of this course involves the creation of presentations including, formatting text, inserting images, sounds, WordArt, and ClipArt. Students will also learn how to customize transitions and presentations features, and add animations, videos and hyperlinks to compliment presentations. Other skills include, printing handouts, and general presentation organization.

The **Microsoft Publisher** portion of this course introduces students to a variety of creative publications including, calendars, business cards, posters, brochures, greeting cards, and custom projects. Throughout these projects, students will learn about features such as, templates, colour schemes, master pages, and border art.

Are You Ready To Take This Course?

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.



Digital Photography – 6 weeks

Topics Include:

- Camera buying basics
- Better photography tips
- Digital camera terminology and functions (i.e. practice taking photos, camera settings, recording videos, etc.)
- Uploading and organizing pictures on your computer or removable storage device
- Basic photo editing in Picasa and Adobe Photoshop (i.e. redeste, crop, auto functions, etc.)
- Detailed photo editing in Picasa and Adobe Photoshop (i.e. focal black and white, layering images, selection tools, colour adjustments, etc.)
- Emailing pictures
- Ordering photos and creating photo projects online

Overview

The **Digital Photography** course exposes students to a variety of skills and programs to take full advantage of what their digital cameras have to offer. The course gives an introduction to choosing a digital camera and basic artistic techniques for taking photos, as well as file organization, storage options, using the features of your camera, manipulating and enhancing images, and ordering photos and photo projects online. Photo editing is taught using both Picasa and Adobe Photoshop programs, covering basic and detailed image editing. Additionally, this course discusses emailing, printing, exporting, and backing-up digital photos.

Are You Ready To Take This Course?

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.
- Digital camera (tablet or cell phone), including cords, attachments, batteries and/or charger
- Removable storage device and personal photos for hands-on course activities an asset



Tablets – 4 weeks (iPad or Android)

Topics Include:

- Set-up, basic controls and gestures (i.e. external buttons, swiping, updates, etc.)
- Connecting to a secure Wi-Fi network
- Surfing the Internet (i.e. tabs favourites, browser bar, etc.)
- Using built-in features (i.e. calendar, clock, contacts, camera, FaceTime, Siri, Tips, Air Drop, etc.)
- Downloading and using “Apps” (App Store, using a gift card, top “Apps”, iTunes, etc.)

Overview

The **Tablets** course focuses on the use of the Apple iPad tablet, however android tablets are acceptable to bring along. This course will begin by setting-up a new tablet for its first use, however if this is already complete, students will not have to reformat their tablet. Once set-up is complete, students will learn how to connect to a secure Wi-Fi network and use basic functions and gestures used to operate their tablet effectively. Progression throughout the course covers the use of built-in “Apps” such as, adding contacts, calendar schedules, taking and storing photos and videos, and surfing the Internet. Downloading “Apps” and music, as well as setting up email, social media accounts and tablet security will also be covered.

Are You Ready To Take This Course?

Students should possess these minimum skills and/or materials prior to taking this course:

- No experience related to computers necessary
- Tablet, including cords and attachments (i.e. case, wireless keyboard, if desired)



Windows 8 – 4 weeks

Topics Include:

- How to turn on and log in to computer
- Connecting to a secure Wi-Fi network
- Start Screen and personalization features (i.e. Windows key, swipe, charms bar, search, etc.)
- Accessing and customizing built-in “Tiles” (i.e. Mail, People, Maps, News, etc.)
- Navigating ‘new’ Internet Explorer (i.e. setting up home page, favourites, tabs, etc.)
- The App Store (i.e. setting up email and media accounts, downloading “Apps”, etc.)
- Downloading music and media
- File management and storing in OneDrive

Overview

The **Windows 8** course begins with fundamental skills, such as turning on and logging into individualized laptop computers, connecting to a secure Wi-Fi network, and using specific Windows 8 features (i.e. Charms bar, etc.). Students then learn to navigate the Windows 8 environment, performing such tasks as customizing built-in “Tiles”, opening and closing programs, and working within Start Screen and Desktop modes. The remainder of this course will be spent using the ‘new’ Internet Explorer, using tabs, favourites, and home page features, as well as downloading and navigating the Music Tile, Media tile, and The App Store.

Are You Ready To Take This Course?

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.
- Windows 8 laptop or tablet, including power cord



Facebook & Email – 6 weeks

Topics Include:

Facebook

- Create a Facebook account and practice log in
- Search for, add, remove, and accept “friends”
- Change profile picture, upload images, create photo albums and “pages”
- Update “status” and send individual and group messages
- Comment on, share, and “like” posts
- Review and change privacy settings

E-Mail

- Creating an Outlook e-mail account
- Sending and receiving messages
- Replying to, forwarding, and adding attachments to e-mails
- Using your address book (i.e. saving contacts)
- Customizing e-mail (i.e. background, signature, folders, etc.)

Overview

Upon completion of the **Facebook and Email** course, students should be familiar with the basic use of Facebook and comfortable with sending and receiving e-mail. Students will begin by creating a Facebook account, working with the detailed features of Facebook and communicating and connecting with “friends.” Next students will create an Outlook e-mail account and progress through customization, sending and receiving e-mail, and managing folders. Privacy and security issues and tips will be discussed during both portions of this course.

Are You Ready To Take This Course?

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.
- Internet navigation skills – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.

