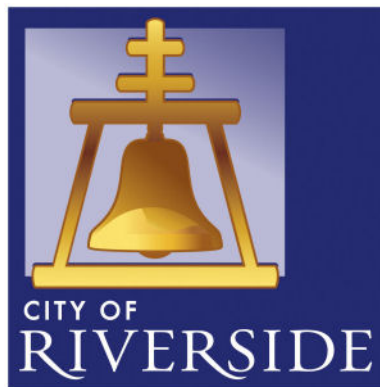


Digital Inclusion Program



Introduction to Computers

*Presented by:*



Parks  
Recreation &  
Community Services  
Department



# Introduction to Computers

## Topic: Overview of Introduction to Computers

Lesson	Topics
1 Basics	Computer Terms Bits, Bytes, Kilobytes, Megabytes & Gigabytes Storage vs. Memory What is an Operating System?
2 Windows Operating System	Exploring the Desktop Working in Windows Exploring the Start Menu Exploring Accessories Practice Assignment #1 Shutting Down the Computer
3 System Settings	Using the Control Panel Changing the Display Options
4 Internet	Introduction to the Internet Browser Basics Internet Browser Window
5 Websites	Using a Search Site Searching by Keyword Homework Helper Web Sites Internet Scavenger Hunt
6 MS Word Basics	Starting Microsoft Word The Microsoft Word Screen Saving Documents in Microsoft Word Opening Files in MS Word
7 Navigation Basics	Using My Computer Creating Folders Deleting Files and Folders
8 Creating in MS Word	Aligning Text in Microsoft Word Using Clip Art Using Other Microsoft Word Features
9 Computer First Aid	Using ScanDisk & Disk Defragmenter Help! My Computer is Frozen! Disk Cleanup Check Internet Temp Files Check Internet History