Course Description:

Senior Citizens will learn basic computer use and Microsoft Office 2010 in Introduction to Computers for Senior Citizens. In this course, they will create a letter using Microsoft Word, create a personal budget using Microsoft Excel and design presentation using Microsoft PowerPoint. Senior Citizen will learn the basic of the Internet and E-mail.

Course Objectives:

- Demonstrate knowledge of the main computer applications and be able to choose the appropriate application for a given task.

- Demonstrate a knowledge of the Internet and email essentials though practical use of those components.

- Produce basic documents using the fundamentals of Microsoft Office Word.

- Apply basic elements of Microsoft Office Excel to create a series of electronic spreadsheets.

- Integrate creativity and technological presentation tools using Microsoft Office PowerPoint to prepare an effective business presentation.

- Have fun!!

Learning Outcome:

The Internet/Email

- Use e-mail to compose, send, receive, reply to, forward, and append attachments to messages.

- Use a search engine to locate information given a set of keywords.

- Create a bookmark.

- Learn how to avoid viruses.

Word Processing

- Identify elements (such as menus, toolbars, ruler bars, status bar, etc.) on a typical Windows application screen.

- Create, open, close, and save a document.

- Embed graphics or other objects from a Clip Art repository, a file or the Clipboard.

- Use formatting features such as bold, italics, underlining, and changing font size and style.

- Change page orientation for printing.

- Number the pages.

Spreadsheets

- Create, open, save, and close a spreadsheet.

- Print a spreadsheet in portrait or landscape mode.

- Create simple formulas.

- Use simple built-in functions such as SUM, AVERAGE, COUNT, MIN, and MAX.

- Copy a formula using relative copy.

- Create a chart (graph) and label it appropriately.

- Explain the chart types that are appropriate for certain sets of data.

Presentations

- Create a new presentation.

- Open, modify, save, and close a presentation.

- Use a design template.

- Use placeholders to add objects to a slide.

- View a presentation in several different ways.

- Insert a new slide.

- Select a slide layout.

- Rearrange slides.

- Use transitions and animations.

- Embed objects from a clipart gallery, the Clipboard or files.

- Run a presentation.

What to bring to class:

- Thumb or flash drive (512 MB or higher)