Using Windows 7 & Microsoft® Office 2013

Courseware 7318

Course Description
This courseware is designed to introduce what digital literacy means and what can be accomplished using a computer. The participant will progress to using popular software application programs to process typical documents found in a business or school environment. Participants are also introduced to what the Internet is and what makes it so popular for communicating and sharing information with others.

This courseware is targeted towards people who are new to computers or have limited exposure to a computer prior to taking this course. The intent of this courseware is to introduce computer knowledge and skill sets that a participant can acquire and then apply to tasks he/she may want to perform on a computing device.

Course Length: 70-125 hours

Course Prerequisites
This courseware was designed to provide the essential skills for computer literacy, using application programs commonly found in school and business environments. It is intended for those who have not used a web browser, word processor, spreadsheet, presentations, database or email program previously, or have minimal experience. Some familiarity with using a mouse and keyboard can be helpful.

Course Objectives

Computing Fundamentals
The Computing Fundamentals exam covers subjects needed for a foundational understanding of computing, including knowledge and use of computer hardware, software, and operating systems. In this module you will:

- learn how to start a computer and access the operating system.
- look at the different ways files or folders display and explore how to manipulate them.
- look at the different types of computers available, and learn basic hardware terminology.
- learn how to customize your computer using the Control Panel in Windows.
• be introduced to software, and how it is created, and look at different application programs and explore the typical ways software can be used.
• look at what troubleshooting means and what steps you can take to ensure the maximum performance of the hardware and software set up on the computer.

**Key Applications**
The Key Applications exam includes questions covering four applications (word processing, spreadsheet, presentation, and database software) and includes questions on common features of all applications. In this module you will:
• examine the common features shared between the applications in Microsoft Office 2010 and explore basic techniques for working in an Office application.
• learn some of the basic skills required to create simple documents using Word, including letters, reports, and a brochure.
• be introduced to the basic skills for working with a spreadsheet application, including how to enter and format text and formulas, navigate and manage worksheets, filter and sort data, create and modify charts and set printing options.
• learn basic skills for working with an application designed to manage presentations, set up presentations, and create and edit slides that include text, images, charts, tables, or multimedia.
• be introduced to a relational database management tool you can use to organize and retrieve large amounts of information.

**Living Online**
The Living Online exam covers aspects of working in an Internet or networked environment, including basic knowledge of networks and the Internet, skills in specific applications such as electronic mail software and Web browsers, skills required to find and evaluate information, and an understanding of issues related to computing and the Internet being used at work, home and school. In the module you will:
• prepare to browse the Internet by reviewing how web sites are organized, and identify common web page elements, and then learn how to perform basic tasks using a web browser.
• examine the hardware, media and configuration settings that are required to connect to an organization's network or to the Internet.
• be introduced to different communication methods and means of sharing information, with an emphasis on using electronic mail.
• examine the practices of good digital citizenship and online safety.
• conduct research and evaluate the information you find on the Internet.
About This Courseware
Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Computing Fundamentals
Lesson 1: Operating Systems
Lesson Objectives
What is an Operating System?
Common Operating System Features
Looking at the Windows Desktop
The Software/Hardware Relationship
Understanding Updates
Lesson Summary
Review Questions

Lesson 2: Files and Folders
Lesson Objectives
Looking at a Typical Window
Understanding Files and Folders
Lesson Summary
Review Questions

Lesson 3: Hardware
Lesson Objectives
Identifying Computers
Looking Inside a Computer
Recognizing Input/Output Devices
Understanding How It Works Together
Lesson Summary
Review Questions

Lesson 4: Control Panel
Lesson Objectives
Using the Control Panel
Understanding Power Options
Understanding User Accounts and Rights
Lesson Summary
Review Questions

Lesson 5: Software
Lesson Objectives
What is a Software Program?
Obtaining Software
Choosing an Application Program
Disk Management Programs
Managing Software
Lesson Summary
Review Questions

Lesson 6: Troubleshooting
Lesson Objectives
What is Troubleshooting?
Getting Windows Help and Support
Using Task Manager
Lesson Summary
Review Questions

Key Applications
Lesson 7: Common Features
Lesson Objectives
Getting Started
Looking at the Screen
Getting Help
Manipulating Files
Lesson Summary
Review Questions

Lesson 8: Microsoft Word
Lesson Objectives
Entering and Editing Text
Customizing the View
Editing Text
Formatting Text Characters
Understanding Tab Settings
Working with Indents
Working with Paragraphs
Proofing the Document
Changing the Page Setup
Previewing and Printing the Document
Using Multimedia Files
Using Tables
Working with Comments
Lesson Summary
Review Questions

Lesson 9: Microsoft Excel
Lesson Objectives
Understanding Basic Terminology
Managing Workbooks
Manipulating the Contents
Creating Simple Formulas
What Does Formatting Mean?
Using the Spell Checker
Sorting or Filtering Data
Working with Charts
Getting Ready to Print
Lesson Summary
Review Questions

Lesson 10: Microsoft PowerPoint
Lesson Objectives
What is PowerPoint?
Working with Presentations
Managing the Slides
Managing Slide Objects
Creating a Master Slide
Animating Objects
Running the Slide Show
Previewing or Printing the Presentation
Lesson Summary
Review Questions

Lesson 11: Microsoft Access
Lesson Objectives
What is Access?
Database Objects
Interface Components
Managing Database Files
Table Basics
Adjusting the View
Finding the Data You Want
Working with Data in Form View
What is a Report?
Designing Reports

Lesson Summary
Review Questions

Living Online
Lesson 12: World Wide Web
Lesson Objectives
The Internet, Browsers and the World Wide Web
Understanding Web Site Addresses
Common Web Site/Page Elements
Browser Features and Functions
Lesson Summary
Review Questions

Lesson 13: Getting Connected
Lesson Objectives
Defining a Network
Networking Models
TCP/IP and Networking
Local Area Networks (LANs)
Wide Area Networks (WANs)
Public Switched Networks
Connecting to the Internet
The Need for Security
Network Troubleshooting
Lesson Summary
Review Questions

Lesson 14: Digital Communication
Lesson Objectives
How Can I Communicate with Others?
Working with Email
Using Microsoft Outlook
Lesson Summary
Review Questions

Lesson 15: Digital Citizenship
Lesson Objectives
Identifying Ethical Issues
Practicing Good Online Citizenship
Protecting Your Data or Computer
Preventing Personal Injuries
Protecting Yourself While Online
Lesson Summary
Review Questions

Lesson 16: Finding Information
Lesson Objectives
Searching for Information
Lesson Summary
Review Questions

Appendices
Appendix A: Courseware Mapping
Appendix B: Glossary of Terms
Appendix C: Index