Objectives of the Beginners Computer Lab

Operational skills:
How to turn on computer and monitor.
How to shutdown and restart computer from Windows button..
Have some idea of what is going on in the computer during startup and shutdown.
Have a basic knowledge of the Windows environment and use of menus and toolbars.

Mouse Skills:
How to left click to select what you want.
How to double left click to open file.
Know what a window is.
How to move (drag and drop with left -hold) an icon or window with ease.
How to minimize, maximize, restore, move, size, and close a window.
How to right click and peruse the resultant menu.
How to open a program using the **Windows** button, i.e., left click the path
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Keyboard skills:
Know where the following keys are **Ctrl** (Control), **Alt** (Alternate), **Del** (Delete), **Esc** (Escape), **Arrow** keys (←↑↓→), **Enter** (↵), **numeric** keys, **multiplication** key (*), **divide** key (/), **backspace** (←), **shift**, and **tab** (⇆) keys. Have some idea of the use of these keys, especially the arrow keys. Also know some combinations of keys to perform tasks such as **Ctrl** + **C** to copy a selected item. Can type, "The quick brown fox jumped over the lazy boy" in 45 seconds.

Word processing skills:
Enough knowledge of **WORD** to be able to create a document. Included will be how to select, copy and paste text, how to use different fonts, and how to use the spelling check. Also included will be how to name, and save files and folders, and open a document.

Spreadsheet skills:
Enough knowledge of **EXCEL** to be able to create a simple budget. Included will be how to select cells, use simple formulas, enhance a worksheet, and copy and paste cells. Naming, saving and retrieving files will also be learned.

Internet:
Have some idea on how to access the Internet, set up bookmarks or favorites, use a browser, and enter a URL. Using Facebook.