

Computer Boot Camp 24 hour Syllabus

Introduction to Computers

- Terminology
- Types of PCs
- Hardware
- Memory/Storage
- Units of Measurement for Memory and Storage
- Using a Mouse
- Software Terms
- Files and Folders
- Saving a File in Applications
- Copying a File in Windows Explorer
- Renaming a File in Windows Explorer
- Selecting Multiple Files or Folders in Windows Explorer
- Creating a New Folder
- Checking Remaining Space on a Hard Drive
- Defragmenting Disk Files
- Network Terms
- Internet Terms
- PC Security Terms

Microsoft Windows Introduction

- Windows 10 highlights
- Navigating the interface
- Managing apps
 - Using apps
 - Installing apps
- Files and devices
 - Managing files
 - Folders and locations
 - Common devices
- Internet features
 - Web browsers
 - Internet and cloud apps
 - MC:
- Computer management
 - Windows settings
 - Accounts and security

Microsoft Outlook Introduction

- **Fundamentals**
 - Getting around
 - Viewing Outlook items
- **Email basics**
 - Creating messages
 - Acting on messages

- Adding content
- Signatures

- **Contacts**

- Managing contacts
- Using contact groups
- Using the People pane

- **Tasks**

- Creating Tasks
- Managing tasks
- Assigning tasks

Microsoft Word

Fundamentals

- Getting around
- Creating documents
- Document views

Formatting

- Formatting characters
- Formatting paragraphs
- Quick Styles
- Making lists

Document setup

- Page layout
- Proofing documents
- Printing, headers, and footers
- Templates

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Google Search Techniques

- Start with the basics
- Search using your voice
- Find quick answers
- Search operators
- Refine web searches
- Refine image searches
- Common search techniques
- Search for a price
- Search hashtags
- Exclude words from your search
- Search for an exact match
- Search within a range of numbers
- Combine searches
- Search for a specific site
- Search for related sites
- See Google's cached version of a site
- Image search on Google
- Find related images
- Find information about results in image search
- Filter your search results
- Advanced Search

PC Maintenance and Repair

- Why Be Your Own Tech
- Hardware Basics
- Hands On
- Inside Other Computers
- Install Peripherals
- Software for Hardware
- Top Troubleshooting Tips
- Repair, Upgrade, Replace
- Get Rid of Your Old PC
- Upgrade Preparations
- Install Windows
- Add Disk Partitions
- Virus Protection
- Account Permissions
- PC Accessories
- Standard PC Specs
- Support
- Troubleshooting
- Custom Vs. Prebuilt PCs
- Selecting a PC
- Tools and Resources