**Computer Literacy for Senior Citizens**

**Level 1**

**TRAINING OUTLINE**

Module 1: **Computer Fundamentals**

1. Introduction to Computers

* What is a Computer?
* The Components of a Computer
* Laptop
* Starting the Computer or Laptop
* The Computer Keyboard
* Using a Mouse
* Hardware vs. Software
* The Start Menu
* Desktop
* Opening and Closing an Appl;ication
* Using the Internet
* Shutting Down the Computer
* Clicking the User Account Icon
* Troubleshooting FAQ
* Housekeeping Tips
* Safety Tips

1. Introduction to Windows
   * Microsoft Windows
   * Logging In
   * Personalizing your Desktop
   * System Tray
   * Re-arranging and Resizing Tiles
   * Pinning Tiles
   * Turning Off Live Tiles
   * Store Tiles
   * More Command Management Tools
   * Managing Multiple Windows
   * Settings
   * Useful Keyboard Shortcuts
2. File Management
   * What is File Management?
   * Creating a File
   * Saving a File to Documents
   * Saving a File to the Desktop
   * Storage
   * Measuring Storage
   * Saving to a Flash Drive
   * Accessing Different Drives
   * Other Ways to Save to a Flash Drive
   * Creating Folders
   * Renaming Files
   * Moving Documents into Folders
   * Moving a File to the Recycle Bin
   * Exploring the Recycle Bin
   * Searching for Files
   * Removing your Flash Drive
   * Different Views
   * Program Updates
3. Computer Vocabulary

Module 2: **The Internet: How Search Works**

1. Introduction to the Internet

* What is the Internet?
* Uses of the Internet
* Common Terns
* Getting Started Using Google Chrome
* Google Chrome Toolbar
* To Open a New Tab
* Setting the Home Page
* Setting the On Startup Page
* Browsing History
* Autofill Settings
* Performing a Search using Google Chrome
* More Searching
* Bookmarks
* Search Tips
* Typos
* Things Needed to Connect to the Internet

1. Searching the World Wide Web
   * Web Browsers
   * Google Tips and Tricks
   * Search Using Microphone
   * Printing from a Web Page
   * Customizing your Search
   * Internet Safety Tips
   * Netiquette