**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