

In this comprehensive "Computer Basics for Students" training program is meticulously designed to provide participants with a robust foundation in essential computer literacy and digital skills. Catering specifically to beginners with little to no prior computer experience, the course aims to foster confidence and competence in navigating the digital landscape, preparing students for both academic success and future career opportunities.

### **Program Objectives:**

Upon successful completion of this training, students will be able to:

- **Understand Computer Fundamentals:** Grasp core concepts of computer hardware (e.g., CPU, memory, input/output devices) and software, and differentiate between various types of computers.
- **Master Operating System Navigation:** Confidently interact with a graphical user interface (GUI)-based operating system (e.g., Windows), manage files and folders, and customize basic system settings.
- **Utilize Productivity Software:** Efficiently create, edit, format, and save documents using word processing software (e.g., Microsoft Word, Google Docs), and perform basic data entry and calculations in spreadsheet applications (e.g., Microsoft Excel, Google Sheets).
- **Create Basic Presentations:** Develop engaging presentations using presentation software (e.g., Microsoft PowerPoint, Google Slides) by organizing slides, adding text and visuals, and understanding fundamental presentation techniques.
- **Navigate the Internet Safely:** Understand the basics of computer networks and the internet, utilize web browsers effectively for information retrieval, and practice safe Browse habits.
- **Communicate Digitally:** Set up and manage email accounts, send and receive emails, and understand basic email etiquette and digital communication best practices.
- **Perform Basic Troubleshooting:** Identify and resolve common minor computer issues, understand the importance of software updates, and implement basic security measures.
- **Enhance Digital Awareness:** Develop an appreciation for the role of technology in daily life, academics, and future professions.

### **Course Content / Modules:**

#### **1. Introduction to Computers:**

- What is a computer? History and evolution.
- Types of computers (desktops, laptops, tablets, smartphones).
- Basic components: CPU, memory (RAM, ROM), storage devices (HDD, SSD), input devices (keyboard, mouse, scanner), output devices (monitor, printer).
- Concepts of hardware and software.
- Turning a computer on/off, basic care and maintenance.

#### **2. Operating System Fundamentals (Windows/macOS):**

- Understanding the operating system's role.

- Navigating the desktop, taskbar/dock, Start menu/Apple menu.
- Working with windows: open, close, resize, minimize, maximize.
- File and Folder Management: creating, renaming, moving, copying, deleting files and folders; understanding file types and extensions.
- Basic system settings: date, time, display, sound, mouse properties.
- Introduction to system utilities (e.g., Recycle Bin/Trash, Calculator, Paint).

### **3. Word Processing (e.g., Microsoft Word, Google Docs):**

- Opening, creating, and saving documents.
- Text entry, selection, cut, copy, paste.
- Formatting text: font, size, style (bold, italic, underline), alignment.
- Paragraph formatting: indentation, line spacing, bullets, numbering.
- Inserting elements: images, tables, hyperlinks.
- Spell check and grammar check.
- Printing documents.

### **4. Spreadsheet Basics (e.g., Microsoft Excel, Google Sheets):**

- Introduction to spreadsheets: cells, rows, columns, worksheets.
- Entering data: text, numbers, dates.
- Basic formulas (addition, subtraction, multiplication, division).
- Understanding common functions (SUM, AVERAGE, MAX, MIN).
- Formatting cells: number formats, alignment, borders.
- Creating simple charts and graphs for data visualization.

### **5. Presentation Software (e.g., Microsoft PowerPoint, Google Slides):**

- Understanding presentations and their purpose.
- Creating new presentations and adding slides.
- Adding text, images, and basic shapes.
- Applying design themes and layouts.
- Running and navigating a slideshow.
- Printing handouts.

### **6. Internet and Web Browse:**

- What is the internet? Basic concepts of networks (LAN, WAN).
- Introduction to the World Wide Web (WWW).

- Using web browsers (e.g., Chrome, Firefox): navigating websites, understanding URLs, bookmarks/favorites.
- Effective search techniques using search engines (e.g., Google).
- Introduction to online safety, recognizing phishing attempts, and protecting personal information.
- Downloading and uploading basic files.

#### **7. Email Communication:**

- Understanding email: creating and managing an email account.
- Composing, sending, and receiving emails.
- Attaching files to emails.
- Organizing emails (inbox, sent, trash).
- Email etiquette and professional communication.

#### **8. Digital Citizenship and Security (Overview):**

- Importance of strong passwords.
- Basic understanding of computer viruses and malware.
- Tips for online privacy.
- Introduction to responsible online behavior.

#### **Teaching Methodology:**

The program emphasizes a **hands-on, practical approach**. Learning will involve:

- Interactive lectures and demonstrations.
- Step-by-step guided exercises.
- Individual and group practical assignments.
- Q&A sessions and personalized support.
- Real-world examples and scenarios to reinforce learning.

#### **Target Audience:**

This program is ideal for school students, college students, or any individuals seeking to acquire fundamental computer skills for academic pursuits, personal development, or entry-level digital tasks. No prior computer knowledge is required.