

## Computer Literacy: Filling in the Gaps

This course will introduce and teach you the following basic technology skills:

|  |   |   |
|--|---|---|
| <b>Keyboarding</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> posture</li> <li><input type="checkbox"/> finger positions</li> <li><input type="checkbox"/> accuracy vs. speed</li> <li><input type="checkbox"/> drills and games</li> <li><input type="checkbox"/> 'common words' practice</li> <li><input type="checkbox"/> left and right hand practice words</li> <li><input type="checkbox"/> "cover up" –skills for typing without looking at the keys</li> </ul>  | <b>Work station etiquette</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> touching others keyboard or mouse</li> <li><input type="checkbox"/> using the server/creating folders/accessing read only files</li> <li><input type="checkbox"/> working within the limits of a administered system</li> </ul>   | <b>Photo Elements basics</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> psd – jpg – bmp</li> <li><input type="checkbox"/> dpi</li> <li><input type="checkbox"/> size/resize/rotate/crop</li> <li><input type="checkbox"/> enhance/remove color/colorize</li> <li><input type="checkbox"/> marquee tools/magnify</li> <li><input type="checkbox"/> layers/cut &amp; paste/transform</li> <li><input type="checkbox"/> using 'recipes'</li> </ul>  |
| Demonstrate at least three ways to do each of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> + [addition]</li> <li><input type="checkbox"/> – [subtraction]</li> <li><input type="checkbox"/> * [multiplication]</li> <li><input type="checkbox"/> ÷ [division]</li> <li><input type="checkbox"/> ^ [exponents]</li> </ul> Functions and formatting <ul style="list-style-type: none"> <li><input type="checkbox"/> auto fill</li> <li><input type="checkbox"/> autosum</li> <li><input type="checkbox"/> average/maximum/minimum</li> <li><input type="checkbox"/> decimal adjustment</li> <li><input type="checkbox"/> percentage</li> </ul> | <b>Using and Creating Spreadsheets with EXCEL</b> <p>Cell formatting</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> height/width</li> <li><input type="checkbox"/> borders and fill</li> <li><input type="checkbox"/> cell formats</li> </ul> <p>Charts</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 and 3 dimensions</li> <li><input type="checkbox"/> styles</li> <li><input type="checkbox"/> legends</li> <li><input type="checkbox"/> x-y-z axis labels &amp; data values</li> <li><input type="checkbox"/> choosing the data to be charted</li> </ul> | Functions and formatting, using: <ul style="list-style-type: none"> <li><input type="checkbox"/> auto fill</li> <li><input type="checkbox"/> autosum</li> <li><input type="checkbox"/> average/maximum/minimum</li> <li><input type="checkbox"/> decimal adjustment</li> <li><input type="checkbox"/> percentage</li> <li><input type="checkbox"/> workbooks</li> </ul> Misc. <ul style="list-style-type: none"> <li><input type="checkbox"/> center/merge command</li> <li><input type="checkbox"/> wrapping text</li> <li><input type="checkbox"/> hide/show formulas</li> <li><input type="checkbox"/> format cell functions and choice</li> </ul> |
| <b>General Knowledge</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> inserting EXCEL documents into a WORD file</li> <li><input type="checkbox"/> drag and drop</li> <li><input type="checkbox"/> using headers and footers</li> <li><input type="checkbox"/> adding live dates &amp; page #'s</li> </ul> <b>Rulers/tabs/indents</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> bullets</li> <li><input type="checkbox"/> numbering</li> <li><input type="checkbox"/> tab leaders</li> <li><input type="checkbox"/> customizing</li> <li><input type="checkbox"/> combining these elements</li> </ul>                                 | <b>WORD PROCESSING Skills</b> <p>Misc.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> forced line and page breaks</li> <li><input type="checkbox"/> leaders and footers</li> <li><input type="checkbox"/> ¶</li> <li><input type="checkbox"/> adjusting tool barfs</li> <li><input type="checkbox"/> setting page margins</li> </ul>   | <b>Tables</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> borders: creating &amp; adjusting</li> <li><input type="checkbox"/> moving within and between the cells</li> <li><input type="checkbox"/> sort and sum</li> <li><input type="checkbox"/> merging and splitting</li> </ul> <b>Graphics</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> wrap text around...</li> <li><input type="checkbox"/> adjust size</li> <li><input type="checkbox"/> borders</li> <li><input type="checkbox"/> background</li> <li><input type="checkbox"/> word art and picture fill</li> </ul>                               |
| <b>Using the Internet for Research and Communication:</b>  |   |   |
| <b>Email basics</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Compose, Send and reply</li> <li><input type="checkbox"/> To:, cc.:, bcc.: and reply all</li> <li><input type="checkbox"/> Sending to multiple recipients</li> <li><input type="checkbox"/> Email etiquette &amp; Signatures</li> <li><input type="checkbox"/> Sending text and graphic Attachments</li> </ul>   | <b>Online Databases: reviewing the strengths and weaknesses and features of a variety of search engines and directories:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yahoo</li> <li><input type="checkbox"/> Google</li> <li><input type="checkbox"/> Elibrary</li> <li><input type="checkbox"/> EBSCO</li> </ul>   | <b>Creditability and Analyses of websites and Internet information</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bias and authority</li> <li><input type="checkbox"/> Citations/bibliography's</li> <li><input type="checkbox"/> Copyright</li> </ul> <b>Search Techniques</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Boolean language searches</li> <li><input type="checkbox"/> Natural language searches</li> <li><input type="checkbox"/> Key words and phrases</li> </ul>   |