

SCARF – Computer Training Guidelines

Computer Hardware

1. Components
 - a. Tower, drives ('A', 'C', 'D' etc), monitor, keyboard, mouse & speakers
2. Connections
 - a. Different connection types for peripherals & ports
 - b. Colour coding monitor, keyboard, mouse etc
3. What to do if repair required
 - a. Shutdown & remove all cords (note connections if not colour coded)
 - b. Take only the tower

Log-on & Shutdown

1. Log-on using existing password
2. Add additional User Account with appropriate User Account type (Admin or Limited)
3. Add/change User Account password
4. Switch between users
5. Shutdown

Email (Outlook Express)

1. Add to Address Book
 - a. Manually
 - b. From an email received
 - c. By replying to an email
2. Compose an email
3. Send/Receive emails
4. Attachments
 - a. Open an attachment
 - b. Save an attachment
 - c. Add an attachment to a message
 - d. Send a picture as an attachment (full & reduced size)
5. Deleting
 - a. Deleting a message
 - b. Emptying Sent Items folder
 - c. Emptying Deleted Items folder
6. Back-up Address Book

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Internet Explorer

1. Open Internet explorer in home page
2. Searching
 - a. Search internet using Google
 - b. Searching Australia only
 - c. Refining searches
 - d. Search for images using Google (homework)
 - e. Google Maps
 - f. Wikipedia
3. Favourites
 - a. Creating Folders in Favourites
 - b. Adding to Favourites
 - c. Using Favourites
4. Printing
 - a. Using Print preview
5. Forwarding pages & links via email

Open Office or Microsoft Office

1. Managing Files
 - a. Opening My Documents
 - b. Create a folder in My Documents
 - c. Save a file to my documents
 - d. Open a document from My Documents
 - e. Open a zipped file
 - f. Deleting a file
 - g. Recovering a file from the Recycle Bin
2. Word Processor
 - a. Compose a document
 - b. Save a document to a folder in My Documents
 - i. Naming a file (with embedded intelligence)
 - ii. Save document as a .doc file (from Open Office Writer)
 - c. Basic formatting
 - i. Bold, italics, underline etc
 - d. Printing a file
3. Power Point
 - a. Opening a slide show/presentation from an email
 - b. Viewing a slide show
 - c. If requested (advanced students) – create basic presentation
4. Excel – As part of the Office suite explain what it is used for

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5. PDF files
 - a. What are .PDF files and why they are used?
 - b. Copying text from a .PDF to a word document
 - c. Creating a .PDF
 - i. From Open Office
 - ii. By 'printing' a word document (doPDF)

Multi Function Centres (MFC)

1. Printing
 - a. Printer setup
 - b. Printing a page
2. Ink
 - a. Checking ink cartridge levels
 - b. Changing ink cartridges
3. Scanning
 - a. From MFC
 - b. From PC
4. Copying
5. Maintenance routines

Managing Photographs

1. Digital cameras
 - a. Loading camera software from CD supplied
 - b. Transferring pics from camera to computer
2. Viewing pics (Irfanview {2000} or MS Picture Viewer {XP})
 - a. Deleting unwanted pics
3. Formatting photographs (Picasa software)
 - a. Cropping
 - b. Image adjustments
 - c. Removing red eye etc

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Use of USB Thumb Drives

1. Insertion and identification (My Computer)
2. Scanning for viruses
3. Copying to and from the USB drive
 - a. Document files
 - b. Pictures
4. Deleting files
5. Removal procedure

Computer Maintenance

1. Anti-virus
 - a. Update
 - b. Scanning
2. Scanning for spyware etc
3. Backing Up
 - a. What to backup (My Documents, email address book etc)
 - b. Frequency
 - c. Backup media (USB, CD, external HDD)
 - d. How to backup
4. Emptying recycle bin
5. Clean-up (CCleaner)
6. Defrag