



BLITZ IT BEGINNERS COURSE TOPICS

[Course Duration: 6 sessions @ 2.25hrs per class]

The 4 Key Topics:

- 1. Mouse and Keyboard**
- 2. Opening and Closing Applications**
- 3. Basic Word 2013 Formatting**
- 4. Introduction to the Internet**

1. Learning to use the Mouse and Keyboard

- Online mouse and keyboard games and activities
- Mouserobics

2. Opening and Closing Applications

- What are applications and Desktop icons?
- Opening / Closing Microsoft Word 2010 and Internet Explorer

3. Microsoft Word 2010 Formatting

- Understanding the Word 2010 window layout
- Basic Typing
- Font type – Font Size – Font Colour – Bold – Italic – Underline - Alignments
- Save As... versus Save
- Cut, Copy and Paste
- Creating Posters
- Learning to type a formal letter

4. Microsoft Internet Explorer

- MS Internet Explorer Window
- Navigating between pages
- Address Bar versus Search Bar
- Search Engines
- Internet Searchers