

DF03 – Computers Level 1

Grounding in MS Word (Suitable preparation for ECDL)

Week 1	Introduction to Computer Hardware Use of Mouse Opening Word / creating simple document/Save Closing document Closing Application
Week 2	Word Create Document/Retrieve
To	Save/My Documents/ 3 ½ Floppy Disk
Week 7	Create a Poster Cut/Copy/Paste Spell Check Format Bullets & Numbering Borders/Shading Clip Art Tables Mail Merge

(Tables & Mail Merge will depend on class progress)

Week 8	Fun Week Publisher – Create Greeting Cards
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Weeks 9/10	Internet
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