

DF20 – 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

- Weeks 9/10** Internet