# Everyday Computing

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*"Your entry point to using the computer"*
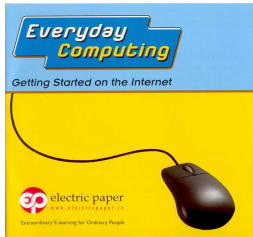
Everyday Computing is a product range that has been designed to introduce first-time users to ICT (Information Communications Technology). It provides an ideal first step for users who may then want to go on and further develop their IT skills. It is a self-paced interactive course, which focuses on using the computer to go online, browsing and searching the Web, and using e-mail: the key 'e-skills' needed to partake in the information society.

## What will I learn?

The course consists of four sections:

- **How to use a mouse**
- **The Computer Desktop**
- **The Internet and the Web**
- **E-mail – hotmail account**

Each section is made up of a series of topics allowing the user to easily select the learning materials they wish to study.

See overleaf for full details of the course contents.

## The Mouse Tutorial

As soon as the course is launched the user is offered the option of the interactive Mouse Tutorial, which enables them to learn basic mouse skills or refresh their memory on existing ones. The user begins by simply pressing keys on the keyboard but quickly progresses, through demonstration and practice, to use the mouse, to move the cursor, single-click, double-click, and use click-and-drag.

- **It also contains a fun and interactive learning exercise where the user gets to apply their new skills.**
- **There is a separate mouse exercise where an assessor can verify that the user has achieved the outcomes and has mastered the skill of using the mouse.**

## The "How to use this course" Tutorial

The "How to use this course" Tutorial is an interactive tutorial that is recommended for first time users. It provides essential information to make the best use of the courseware. It gives the user a feel for the

training environment, the interface and navigation tools, and makes them more comfortable and confident before they start their training experience.

## SECTION 1 – USING THE MOUSE

**How to use the Mouse**

This tutorial teaches the user how to use the mouse and the various functions, enabling the user to work on the computer

a) **Mouse Tutorial**
- **how to hold a mouse,**
- **selecting,**
- **clicking,**
- **double clicking,**
- **click and dragging**
- **exercise at the end which incorporates all the skills learnt on this module.**

b) **Course Tutorial - How to use this Course**

## SECTION 2 – THE COMPUTER DESKTOP

a) *What is the Desktop?*

*This section introduces the Computer Desktop enabling the user to recognise icons and windows.*
- **Displaying the Desktop**
- **Moving icons on the Desktop**
- **Windows**

b) *Working with windows*

*This section guides the user through manipulating windows, and using the taskbar and scrollbars. It also provides an introduction to applications and documents.*
- **Different types of windows**
- **Manipulating a window**
- **Switching between open windows**
- **Using the scrollbars**
- **Recognising different file types**

c) **Menus and dialog boxes**

*Provides an introduction to using menu commands and makes the user familiar with the options they are likely to encounter in Dialog boxes. Introduces the Start menu and explains the procedure for shutting down the computer*
- **What is a menu?**
- **Using basic menu commands**

- **Using a dialog box**
- **Using a text field in a dialog box**
- **Using the Start menu**
- **End of section screen**

## SECTION 3 – THE INTERNET AND WWW

### a) Internet and WWW basics

*This section introduces the concept of the Web, explains what hyperlinks are and how to use them, points to some of the possibilities of web pages and explains URLS.*

- **The Internet and the World Wide Web**
- **What is a link?**
- **Interactive web pages**
- **What is a web address?**

### b) Using a web browser

*This section introduces the web browser, guides the user through opening the application, and explains basic commands. It also introduces the concepts of the history list and book marking web pages and provides simple explanations of how to save and print a web page.*

- **What is a web browser?**
- **The Navigation toolbar**
- **Moving back and forth through web pages**
- **Opening multiple browser windows**
- **The History and Favourites buttons**
- **Printing a web page**
- **Saving a web page**

### c) Searching the web for information

*This section guides the user through a simple process for carrying out a search via the web and how to access the results.*

- **What is a search engine?**
- **Starting a search**
- **Displaying the results of a search**

## SECTION 4 - E-MAIL

### a) E-mail basics

*This section explains the concept of e-mail and the structure of an e-mail address and introduces web-based e-mail.*

- **What is e-mail?**
- **Different parts of an e-mail address**
- **What is web-based e-mail?**

- **Registering for an e-mail account**

**b) Sending e-mail messages**

*This section guides the user through accessing a web based e-mail account and introduces the basic folders of most e-mail applications. It also guides the user through the process of writing, addressing and sending an e-mail.*

- **Logging into your account**
- **Features of the e-mail window**
- **Creating a new e-mail message**
- **Adding an address to the To box**
- **Adding a subject to a message**
- **Sending an e-mail message**

**c) Receiving e-mail**

*This section guides the user through opening messages they have received, and how to then reply, and forward an e-mail message.*

- **Opening an e-mail message**
- **Replying to an e-mail message**
- **Forwarding an e-mail message**
- **End of section screen**

## SPECIFICATION REQUIREMENTS

- CD Rom
- Pentium 300 MHz processor (or equivalent);
- Windows 98 x /NT/2000 or later;
- 64 MB RAM (minimum) – 128 MB RAM recommended
- Double speed CD – ROM drive
- Quad speed or faster recommended;
- 16 bit sound card
- 800 x 600 resolution display in thousands of colours (16 bit colour)

## Pricing

| EveryDay Computing CD | R 170.00 Including Vat |
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