

## Syllabus (Introduction to computers)

Basic introduction to:

1. Computers (Input/Output devices)
2. Internet (e-mail, websites, extension)
3. Browsers (Google, IE, Mozilla, Online search techniques)
4. Word processors, Spread sheet,
5. Short keys, sticky keys, hyperlinks, wikis,  
SmartArt, tables, Shapes
6. File organization, file location, nomenclature

4 days

1 – 1 1/2 hrs duration

Venue: A/c hall

Internet connection required

Time: any time between 2pm and 5pm