

2005 Nutech Computer Summer Camp

Beginner Course Description

• Windows XP

Students will learn in depth how to use one of the most widely used operating systems on the PC. Topics include: windows control, managing files on the desktop, desktop customization, creating and deleting files, folders, and shortcuts, various windows applications.

• The Internet

Students will learn how to take advantage of the vast amount of resources available in the Internet and World Wide Web. Topics discussed will include: what the Internet is, why use the Internet, the history of the Internet, what an URL is, various features of a page on the World Wide Web, using search engines, and in depth understanding of different browsers and how to navigate the Internet with them.

• Computer Hardware/Software

Students will first learn to identify the parts and what the functions are to the personal computer. Topics will include exterior components of the computer such as keyboard, mouse, monitor, CD-ROM drive, and the interior components such as the CPU, hard drive, sound card, video card, and modem.

• Multimedia

Students will learn how to play their favorite music in various formats off the computer. Students will also learn to about DVD's and how to play them.

• Encyclopedias

Students will learn to search and use the information of encyclopedias, which is readily available on their computers.

Home and Garden Design

Students will have the opportunity to create and design their personal dream house and decorate it with a garden.

• Microsoft Word 2000/ Enhance Typing Skills

One of the most used applications, students will learn in detail the skills and techniques of this word processing application. Students will then be able to utilize these skills and prepare homework projects for school. Topics include editing skills, formatting text and paragraphs, using different styles of presentation, inserting pictures and text into documents, and using different tools offered by Word such as spell and grammar check, and thesaurus.