

2005 Nutech Computer Summer Camp

Junior Course Description

• Windows XP

Students will get familiar and experienced with the Windows environment on Desktop, My Computer, Network Neighborhood. Topics include running multiple programs, managing folders and documents, printing, recycling, deleting, customizing, file maintenance and more.



• Microsoft Office 2000

This course will show students the various software within Microsoft Office 2000. Topics include Word, Excel, PowerPoint, Outlook, and Access. In Word, students will learn the critical features for school project reports. In Excel, students will learn how to create and format an Excel worksheet and how to create charts and manage lists/databases. Through PowerPoint, students will have a better understanding of how to draw and create presentations for school projects. Students will learn how to email as well as setting daily planner in Outlook.

- The Internet
- Typing Skills

Students will practice their typing skills with a software program and to focus on the home row keys.

• Multimedia

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

• DVD and Encyclopedias

Students will learn to search and use the information of encyclopedias and be able to navigate around the world through the world of internet as well as software such as Britannica. With today's technology, students no longer have to spend hours and hours at the library or hundreds of dollars at the bookstore.

• WebPage Design

Students will learn to create their personal homepages using a variety of graphics tools. They will be able to insert their favorite pictures and post whatever their interests are. Finally, the students will have the opportunity to present their finished web pages to their classmates.