

HOW TO BE TECHNO SAVVY: THE BASICS OF COMPUTERS

INTRODUCTION:

In this age of advent of technology, it is extremely important to learn how to use computers. They are a medium of communication and often a lifeline for many organizations. The members of the informal sector too have understood the importance of computers and how they can use them as effective tools to increase their livelihood.

DURATION: 7 days

BENEFITS:

Learning how to use computers can enable workers in the informal sector to get integrated to the formal sector and even hold jobs they would earlier have thought impossible. It would even enable them to increase their current income and generate more business by being more informed.

TARGET TRAINEES:

This course is designed for small and medium enterprise managers, self-help group members, any youth interested in learning new technology.

PROGRAM OUTLINE:

- ❖ **Introductory Session:** This would delve into the history of computers and the basic structure of the course.

- ❖ Hardware: Participants would learn how computers will be useful to them in their daily lives. They will learn about the hardware of the computers and learn how to use them for the first time.
- ❖ Use of Keyboard: Learning how to use the keyboard as the first and most important skill of learning computers.
- ❖ Introduction to Basic Computer Software: It will include understanding basic computer software and familiarizing the participant with taskbar and settings.
- ❖ Introduction to MS Paint: Experimenting with the basic functions of MS Paint; drawing figures, painting etc.
- ❖ Introduction to the Internet: Giving practical usage of the internet and access to internet explorer.
- ❖ Online Applications: Familiarizing participants with online applications and use of E-mails.
- ❖ MS Word Basics: Teach participants about MS word and it's uses in practical life.
- ❖ Microsoft Excel: Familiarize participants with MS Excel, editing and saving documents.
- ❖ MS Word Advanced: Defining other features of Word that maybe helpful.
- ❖ Microsoft Excel Advanced: Defining other features of Excel that maybe helpful.
- ❖ Microsoft PowerPoint: Learning how to make presentations.

The last day will include revision of the previous weeks work and tests on the same.