

# ***CT140 - Computer Skills in Spanish***

## **Course Description**

This course introduces the basics of using a computer in Spanish. This course is designed for students who have never used a computer before or who have limited of some experience with computers. The course covers computer fundamentals such as, keyboarding and mouse skills, using email and internet. Basic file saving is also included.

## **Prerequisite Skills**

- Spanish speaker

## **Learning Objectives**

1. Computer Fundamentals
  - Features of the Desktop – icons, applications, task bar
  - Learn parts of the keyboard
  - Keyboarding skills
  - Mouse skills
2. Internet
  - Navigating using a browser
  - Website [www.gcfaprendelibre.org](http://www.gcfaprendelibre.org)
  - Search engines – Google, Yahoo, Bing
3. Email
  - Setting up an email account on Gmail
  - Sending and replying to email
  - Attaching files to an email
4. Files and Folders
  - Saving and copying files and pictures on Desktop, in Documents folder and Pictures folder
  - Flash drives – what they are and how to use them
5. Basic Word
  - Creating and saving files
  - Basic formatting