



Digital Skills Training Program

Participant Manual

Interested? Contact our digital navigator Abdalla Ahmed at 206-348-1548 or email at aaahmed@urbanleague.org.

Round 1	Round 2
04/18/2023 to 05/18/2023	05/23/2023 – 06/22/2023

Sessions per round: 10 sessions per round

Weekly Sessions Days and Times:

Tuesday and Thursday Day Session 11:30am to 1:30pm	Tuesday and Thursday Evening Session 4:30pm to 6:30pm
--	---

Table of Contents

Unit 1 - Computing Components	2
Unit 2 - Windows Operating System	2
Unit 3 - Internet Access	3
Unit 4 - Online Usage	3
Unit 5 - Microsoft Office Programs (follow up with instructor)	4



Unit 1 - Computing Components

1. Computer external components

- Mouse
- Keyboard
- Speaker
- Flash Drive
- Floppy Disk
- External Hard Drive
- Printer
- Scanner
- Microphone
- Webcam

2. Computer internal components

- Central Processing Unit (CPU)
- Cooler
- Motherboard
- RAM
- Video Card
- Sound Card
- Hard Drive/Solid State Drive
- Power Supply Unit
- DVD Driver

Unit 2 - Windows Operating System

- Logging into a computer
- Navigating using mouse
- Navigating using keys and key commands



- Using windows default applications and built in programs
- Installing, opening, and removing a software
- Saving and converting documents
- Printing documents
- Accessing documents, downloads, etc.
- Using portable storage devices like flash drives, external hard drives, etc.

Unit 3 - Internet Access

- Setting up internet connection
- Opening browsers and searching the internet.
- Accessing websites through links, search engines, etc.
- Navigating on websites
- Setting up online accounts
- How to stay secure on the web?

Unit 4 – Online Usage

- Getting information you need from the web.
- Looking for a solution to a digital problem
- Looking for local help or training programs



- Shopping online
- Purchasing things online, donating, etc.
- Applying for things online like jobs, assistance, etc.
- Using virtual meeting services like Zoom, Microsoft Teams, etc.
- Sending and receiving emails
- Sending and opening email attachments
- How to avoid online scams, viruses, etc.?
- How to avoid data theft?

Unit 5 – Microsoft Office Programs

1. Microsoft Word

- Opening and saving word documents
- Printing word documents
- Copying, pasting, and cutting
- Format painting
- Font and style adjusting
- Line and paragraph spacing
- Finding and replacing things in a word document
- Inserting different things into a word document
- Drawing things into a word document
- Adjusting the layout of a page in a word document
- Using tools to produce professional documents.
- Using tools for revision and restrictions
- Adjusting view based on preferences
- Getting help in using the Microsoft Word



2. Microsoft PowerPoint

- Opening and saving PowerPoints
- Printing PowerPoints
- Copying, pasting, and cutting
- Format painting
- Font and style adjusting
- Adding and reusing slides
- Designing slides
- Line and paragraph spacing
- Finding and replacing things in a PowerPoint
- Inserting different things into a slide
- Drawing things into a slide
- Adjusting the layout of a slide in a PowerPoint
- Using tools to produce professional PowerPoints
- Using tools for revision
- How to present PowerPoint slides?
- Adjusting view of slides based on preferences
- Getting help in using the Microsoft PowerPoint

3. Microsoft Excel

- Opening and saving excel files
- Printing excel sheets
- Copying, pasting, and cutting
- Format painting
- Font and style adjusting
- Using math functions in an excel sheet
- Sorting and filtering data in an excel sheet
- Finding and replacing things in an excel sheet
- Inserting different things into an excel sheet
- Creating pivot tables, graphs, and charts for data
- Drawing things into an excel sheet
- Adjusting the layout of an excel sheet
- Using tools to produce professional excel sheets



- Using tools for revision
- Adjusting view of excel sheet based on preferences
- Getting help in using the Microsoft Excel