Digital Skills Training Program

Participant Manual

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

<table>
<thead>
<tr>
<th>Round 1</th>
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<tr>
<td>04/18/2023 to 05/18/2023</td>
<td>05/23/2023 – 06/22/2023</td>
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Sessions per round: 10 sessions per round

Weekly Sessions Days and Times:

<table>
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<tr>
<th>Tuesday and Thursday Day Session</th>
<th>Tuesday and Thursday Evening Session</th>
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<tr>
<td>11:30am to 1:30pm</td>
<td>4:30pm to 6:30pm</td>
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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