



Digital Skills Training Program

Participant Manual

Interested? Contact our digital navigator Ajamu Davis at 206-735-1248 or email him at adavis@urbanleague.org.

Sessions per round: 8 sessions per round.

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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