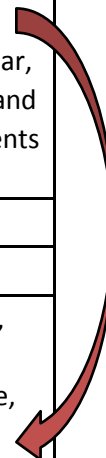


COMPUTER LAB BASICS - AGENDA

Topic	Toni	Mary	
Welcome	5		
Internet	40		
Basics, Part 1		55	
Break			10
Lab Management	35		
Basics, Part 2		50	
Resources	25		
Questions			20
TOTALS	105	105	30

Begin	End
8:30	8:35
8:35	9:15
9:15	10:10
10:10	10:20
10:20	10:55
10:55	11:45
11:45	12:10
12:10	12:30

Potential Topics <i>(not in order)</i>
Browsers, search engines, URL, email, link, bookmark/favorite, scrolling
Operating system, defaults, keyboard, pointer, shortcuts, keyboard shortcuts, shutting down, opening and closing programs, start menu, rightclick, taskbar, menubar, toolbar, desktop, recycle bin, sound, system tray; system folders and created folders, save/save as, naming and saving documents and pictures to flash drive, desktop, folder
Personal email, social media, cyberbullying
Title bar, status bar, menubar, ribbon/toolbar, file, home, formatting, highlighting/selecting, delete, cut, copy, and paste, clipboard, insert and re-size (picture, clip art, shape, text box, WordArt), layout, view, text formatting, format painter, alignment, Quick Access, Backstage, drag 'n drop
(Exploration)
(Throughout or at the end, as available)



Total Minutes Scheduled	240
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Minutes Available	240
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