

Program for “Fast course”

Attention. The Russian original contains the program in more detailed kind.

1. WINDOWS. A THEME 1. USE OF THE KEYBOARD

- I. Power the computer on
- II. Desktop of the Windows
- III. Power the computer of
- IV. Correct power the computer on (after powering of)
- V. Care of health
- VI. The keyboard (the main item)
- VII. Safety precautions regulations

2. WINDOWS. A THEME 2. WINDOWS AND THE MOUSE. DOCUMENTS. FOLDERS

- I. Application of mouse keys
- II. Concepts "document" and "saving changes in document"
- III. Operations with windows
- IV. Operations with several windows
- V. Concept of a folder (object of storage of documents)
- VI. The Recycled
- VII. Hierarchy of folders

3. PRACTICAL EXERCISES 1. TYPING. EXERCISES WITH WINDOWS

- I. Typing of the non-formatted text
- II. Creation of documents inside a folder
- III. Exercises with windows
- IV. Exercises on addition of lines in text
- V. The basic storage place of documents on the computer

4. WORD. A THEME 1. THE INTERFACE. FONT FORMAT

- I. The beginning of work
- II. Windows management pictograms
- III. Main menu of MS Word
- IV. Panels of tools
- V. For Word. Reception of the brief help information on elements of the interface
- VI. Vertical and horizontal rulers of measurements
- VII. Typing
- IX. Viewing type of the document
- X. Orientation in the document
- XI. Work with indicators
- XII. Rules of work in text editor Word
- XIII. Font formatting from the specialized dialogue window
- XIV. The ending of work with MS Word

5. WORD. A THEME 2. THE PARAGRAPH FORMATTING. A CANCELLATION OF CORRECTIONS

- I. The basic concepts of paragraph formatting
- II. Alignment of the paragraph from the panel of tools
- III. Installation paragraph spaces from a horizontal ruler of measurements
- IV. A cancellation of corrections
- V. To break a line

VI. The paragraph formatting from the specialized dialogue window

6. WINDOWS, WORD. PRACTICAL EXERCISES 2. HIERARCHY OF FOLDERS. FONTS AND PARAGRAPHS

- I. Work with folders
- II. Work with fonts and paragraphs in Word (on an example of poems)
- III. Work with paragraphs in Word (on an example of official papers)
- IV. The paragraph formatting of line spacing and application the paragraph attribute “from new page”
- V. Work on moving folders and documents inside hierarchy of folders
- VI. Work with Windows explorer

7. WORD. A THEME 3. TECHNOLOGIES OF ALLOCATION AND COPYING OF THE TEXT

- I. Copying and moving of the text with use of the buffer
- II. Not buffer ways of moving and copying of the text
- III. An instruction on all ways of copying and moving of the text
- IV. Methods of allocation
- V. Difficult questions of the buffer use

8. WORD. PRACTICAL EXERCISES 3. COPYING AND MOVING OF THE TEXT

- I. A technique of moving of the text with use of keyboard combinations
- II. Preparation of texts with use of copying of words, phrases, figures

9. WORD. A THEME 4. TABLES

- I. Preparation for work with tables
- II. Addition (insert) of tables Word in the document
- III. Positions and forms of the mouse cursor at work with tables
- IV. Addition of columns and rows in the table
- V. Removal of columns and rows in table Word
- VI. Automatic format of the table
- VII. Manual format of cells' borders in the table
- VIII. Manual change of columns' width
- IX. Association and splitting of cells
- X. Non-standard and difficult questions of use of tables

10. WORD. PRACTICAL EXERCISES 4. TABLES

- I. Drawing up of questionnaires
- II. Small tables
- III. Documents with non-standard registration
- IV. Work with the calculator and the buffer for filling tables

11. WORD. A THEME 5. A SEQUENCE OF WORK WITH THE DOCUMENT

- I. A stage of adjustment of window MS Word
- II. A stage of adjustment standard font and paragraph formatting
- III. A stage of typing without formatting and preparations of tables
- IV. A stage of pages formatting
- V. A stage of styling and structurizations
- VI. A stage fine formatting the text
- VII. A stage numbering of pages
- VII. A stage of arrangement of carries
- IX. A stage of the spelling and grammatical control
- X. Viewing the document before printing

- XI. Printing the document
- XII. The ending of work with Word and saving the results

12-13. WORD. PRACTICAL EXERCISES 5. A SEQUENCE OF WORK WITH THE DOCUMENT

- I. The task for work
- II. Notes

12-13. RUSSIAN OCR SYSTEM FINEREADER. SCANNING AND RECOGNITION OF DOCUMENTS (TEXTS, TABLES, BAD QUALITY DRAWING)

- I. A stage of preparation for scanning
- II. A stage of scanning
- III. A preview stage of images
- IV. A stage of recognition
- V. A stage of spelling check
- VI. A stage of transferring the recognized document in Word through the exchange buffer Windows
- VII. Typical operations on formatting the recognized text in Word
- VIII. Scanning a home photo and its transfer in Word (or in PowerPoint)
- IX. Closing the recognizing program and saving of scanning and recognition results

14. WINDOWS. A THEME 3. WORK WITH A FLOPPY DISKETTE

- I. Preparatory actions
- II. Management of icons on Windows desktop
- III. Simple copying the document from the computer on the other one
- IV. Change of the same document on different computers
- V. Rules of documents copying with use of floppy diskettes
- VI. Work with group of documents
- VII. Volume (size) of the information
- VIII. Purchase and formatting of diskettes
- IX. The widespread error messages
- X. Other ways of document's copying on a diskette or from a diskette

15. (1) WINRAR. ARCHIVING AND EXTRACTING DOCUMENTS

- I. Preliminary data
- II. Process of the elementary Archiving and extracting the document
- III. Complex questions Archiving and extracting /will be considered in the individual order on inquiries/

15. (2) WINDOWS. A THEME 4. A LABEL. A NETWORK ENVIRONMENT. SEARCH OF DOCUMENTS. ERRORS IN PROGRAMS

- I. Concepts static copy and Shortcut
- II. A local network
- III. Connection of network resources and search of the document in a disk /it will be considered in the individual order on inquiries/
- IV. A problem of programs' lags of (ways of closing of programs) /it will be considered in the individual order on inquiries/

16. (1) WINDOWS. PRACTICAL EXERCISES 6. TRANSFER OF DOCUMENTS. ADJUSTMENT OF WORKING TABLE WINDOWS

- I. Preliminary tasks
- II. Transfer of documents by means of a diskette
- III. Work with Shortcuts

- IV. Transfer of documents by means of a local network
- V. Other tasks

16. (2) WINDOWS. A THEME 5. LOCAL ADJUSTMENT /IT WILL BE CONSIDERED IN THE INDIVIDUAL ORDER ON INQUIRIES /

- I. Adjustment of Windows desktop
- II. The problems connected to the keyboard language indicator
- III. Adjustment of the mouse
- IV. Actions of the machine left by user
- V. Addition of missing programs and their component, included in standard complete set Windows
- VI. Addition of missing programs and their component, included in standard complete set MicroSoft Office
- VII. Adjustment of a folders' display mode
- VIII. Adjustment of opening folders parameters
- IX. Use of the text editor notepad for fast viewing documents
- X. A safe mode
- XI. Restarting the computer
- XII. For Win > =2000. Adjustment of parameters of safety
- XIII. Connection of devices to the computer
- XIV. Service of a hard disk
- XV. Procedure of weekly cleaning the manipulator mouse (classical model with a ball)
- XVI. Adjustment of date and time

17. WORD. A THEME 6. SAVING OF THE DOCUMENT. MASTERS AND TEMPLATES

- I. Movement from Windows desktop in a folder "My documents" and back, means of operational system
- II. Start Word before opening the document
- III. Concepts "storages place' and "document name"
- IV. For Word8v, Word9v. Return to the save document
- V. Creation of the document from Word
- VI. The most important parameters of saving
- VII. Concept "document type". The document in format RTF
- VIII. Opening recently used document
- IX. Masters and templates MS Word

18. EXCEL. A THEME 1. THE BASIC CONCEPTS

- Purpose MS Excel. Window of MS Excel
- Preparatory actions at work with Excel
- Structure of a spreadsheet
- Constants and formulas
- Updating of the data
- Substantive provisions of the mouse at work with a cell
- Philosophy Excel
- The sizes columns, rows, cells
- Addition of columns and rows
- The master of functions

19. THE GRAPHIC. A THEME 5. CREATION OF PRESENTATIONS POWERPOINT

- Viewing of ready presentation
- Creation of new presentation
- Insert and removal of slides
- Formatting of slides
- Adjustment of a viewing mode
- Adjustment of slides change
- Addition and formatting of objects on a slide

Adjustment of animation of any object
Representation of a material
Masters

20. THE INTERNET. A THEME 2. E-MAIL

- I. Introduction
- II. Idea of mail
- III. Kinds of a E-Mail
- IV. Approaches to a choice of account parameters
- V. Reception of the address of E-Mail
- VI. Preparation of the card and gathering of another's E-mail addresses
- VII. Versions, start, the interface, adjustment of the post program
- VIII. Check of adjustments correctness
- IX. General principles of work with E-Mail
- X. The basic problems at work with post programs
- XI. An address-book
- XII. The circuit of account use, if the addressee and the sender have moved in other cities
- XIII. Language problems at work with post programs
- XIV. Politeness and reliability
- XV. Saving
- XVI. Some registration records
- XVII. The documents enclosed in the message, archives
- XVIII. Letters anywhere

The note 1. Is detailed to familiarize with components of this program it is possible in books "Abc-book of the user" (studies 1 - 17) and "Study to work on the computer" (studies 18 - 19). The bibliographic description of the books see item 3.

The note 2. The above mentioned program falls under our variants A and B. For variant C is used the program of courses "Basic skills of work on computer" and "Skills works on the computer qualified user" (see <http://www.e-academy7.narod.ru/BOOKS/urnk.htm>).

The list of materials and handbooks which will be delivered to trainees

- Mahrin V. The book "Abc-book of the user". SPb., publishing house Piter, 2004, 544 pages. Will be include in the price of training. The book is necessary for studying MS Windows, MS Word, WinRAR, FineReader.
- Mahrin V. The book "Study to work on the computer". Moscow, publishing house INFRA-M, 2001, 525 pages. Will be include in the price of training. The book is necessary for studying MS Excel, MS PowerPoint, MS Internet Explorer, MS Exchange, graphic and objects of MS Office, Consultant+ Professional and Official papers.
- Mahrin V. The Additional x-copies of methodical materials concerning technologies the Internet (not less than 20 sheets), will be include in the price of training.