

SFCC CAPPS 104 Credit Coverage

Beginning Windows Operating Systems

CREDIT	TOPIC	OBJECTIVES
1	Train and Assess IT (8 online simulation tutorials)	<ul style="list-style-type: none">• Working with your operating system• Creating and organizing files and folders• Managing your files• Changing the display• Changing input• Going online and sending e-mail• Finding the information you need using a browser• Managing and maintaining your operating system
	VOCABULARY REVIEW AND STORAGE OPTIONS	<ul style="list-style-type: none">• Identify and labeling parts of the operating system screen• Deciding on appropriate storage location.• Selecting a USB drive.• Saving a document.
	CREATE AND SAVE A DOCUMENT	<ul style="list-style-type: none">• Opening word processing program.• Keying information in a new blank document screen.• Navigating the Access window.• Add records to, modify the design of, rename fields in, and print a table.• Add a second table to a database.• Create and use a query and a form.• Create and print a report.
	BROWSER ACTIVITIES	<ul style="list-style-type: none">• Finding and saving background graphics on the Internet• Finding and printing a map on the Internet• Finding a saving specific Web page on the Internet