

# Sudanese Education Fund

## Technology Program

### 10 Lessons for Technical Advancement

<p><b>Lesson 1: Basic Computer Operations</b></p> <ul style="list-style-type: none"> <li>• Components of the computer system</li> <li>• Safe start up and shut down</li> <li>• Windows desktop, task bar, icons</li> <li>• Minimizing / maximizing / closing windows</li> <li>• Basic file management</li> <li>• Naming, saving, and retrieving files</li> <li>• Backing up files</li> <li>• Improving keyboarding skills</li> </ul>	<p><b>Lesson 2: Effective E-mail Use</b></p> <ul style="list-style-type: none"> <li>• Setting up an e-mail account</li> <li>• Sending and receiving e-mail</li> <li>• Maintaining a list of contacts</li> <li>• Organizing e-mail folders</li> <li>• Attaching documents to e-mail</li> <li>• Opening e-mails with attachments</li> <li>• Junk mail (spam) filters and management</li> <li>• Anti-virus protection; avoiding infected attachments</li> </ul>
<p><b>Lesson 3: Using Microsoft Office</b></p> <ul style="list-style-type: none"> <li>• Key components of Office (Word, Excel, PowerPoint)</li> <li>• Page set-up</li> <li>• Headers and footers</li> <li>• Inserting graphics in a document</li> <li>• Formatting documents</li> <li>• Using document templates</li> <li>• Tips and techniques for Word, Excel, and PowerPoint</li> <li>• Creating and updating your resume</li> </ul>	<p><b>Lesson 4: Printers and Printing</b></p> <ul style="list-style-type: none"> <li>• Overview of printers and drivers</li> <li>• Turning the printer on and off</li> <li>• Printing in black and color</li> <li>• Ink cartridge economy</li> <li>• Replacing ink cartridges; checking ink levels</li> <li>• Formatting documents for printing</li> <li>• Printing in portrait and landscape orientation</li> <li>• Double-sided printing</li> </ul>
<p><b>Lesson 5: Using the Internet</b></p> <ul style="list-style-type: none"> <li>• Broadband Internet modem maintenance</li> <li>• Introduction to the web browser</li> <li>• Internet searching and surfing</li> <li>• Organizing bookmarks</li> <li>• Safe Internet use</li> <li>• Web site filters</li> <li>• Virus and spyware protection</li> <li>• What to do if your computer becomes infected</li> </ul>	<p><b>Lesson 6: Online Resources</b></p> <ul style="list-style-type: none"> <li>• Doing research on the Internet</li> <li>• SEF web site and grant form</li> <li>• Encyclopedia, dictionary</li> <li>• Looking for a job online</li> <li>• Posting your resume online</li> <li>• Applying for a job online</li> <li>• Looking for an apartment online</li> <li>• Online banking</li> </ul>
<p><b>Lesson 7: Burning CD's</b></p> <ul style="list-style-type: none"> <li>• Overview of Windows Media Player</li> <li>• Creating a playlist</li> <li>• Burning a music CD</li> <li>• Burning a photo CD</li> <li>• Making a CD backup for your files</li> <li>• Making a CD from an audio cassette tape</li> <li>• Creating CD labels</li> </ul>	<p><b>Lesson 8: Skype Long-distance Calling</b></p> <ul style="list-style-type: none"> <li>• What is Skype? – Calling from your computer!</li> <li>• Download and install Skype</li> <li>• Placing and receiving calls in Skype</li> <li>• Using a headset and microphone with your computer</li> <li>• Video calling with Skype</li> <li>• Skype precautions</li> </ul>
<p><b>Lesson 9: Digital Photography</b></p> <ul style="list-style-type: none"> <li>• Transfer images from a digital camera to your computer</li> <li>• Organizing your images in folders</li> <li>• Simple editing and re-touching techniques</li> <li>• Resizing images</li> <li>• Printing photographs</li> <li>• E-mailing pictures</li> <li>• Sharing your pictures – online resources</li> </ul>	<p><b>Lesson 10: Making a Movie</b></p> <ul style="list-style-type: none"> <li>• Overview of Windows Movie Maker</li> <li>• Connecting a video camcorder to your computer</li> <li>• Capturing video</li> <li>• Basic movie editing</li> <li>• Saving your movie on your computer</li> <li>• Burning your movie onto a DVD</li> <li>• Creating a label for your DVD</li> </ul>

To request a training session, please call our Technical Support Help Line:

**617-297-2626**