

Basic Computer Skills

Basic Computer Skills Training Plan

Each session is one hour long.

Session 1: Windows 7/8^[1]

Session 2: File Management^[2]

Session 3-4: MS Word^[3]

Session 5-6: MS PowerPoint^[4]

Session 7: FireFox Browser^[5]

Session 8: Gmail^[6]

Session 9: Skype^[7]

Session 10: Dropbox and Backup^[8]

^[1] <https://lingtran.net/BCS-Windows>

^[2] <https://lingtran.net/BCS-FileManagment>

^[3] <https://lingtran.net/BCS-Word>

^[4] http://tiki.lingtransoft.info/tiki-index.php?page_ref_id=297

^[5] http://tiki.lingtransoft.info/tiki-index.php?page_ref_id=298

^[6] http://tiki.lingtransoft.info/tiki-index.php?page_ref_id=299

^[7] http://tiki.lingtransoft.info/tiki-index.php?page_ref_id=300

^[8] http://tiki.lingtransoft.info/tiki-index.php?page_ref_id=301