Introduction to Computer
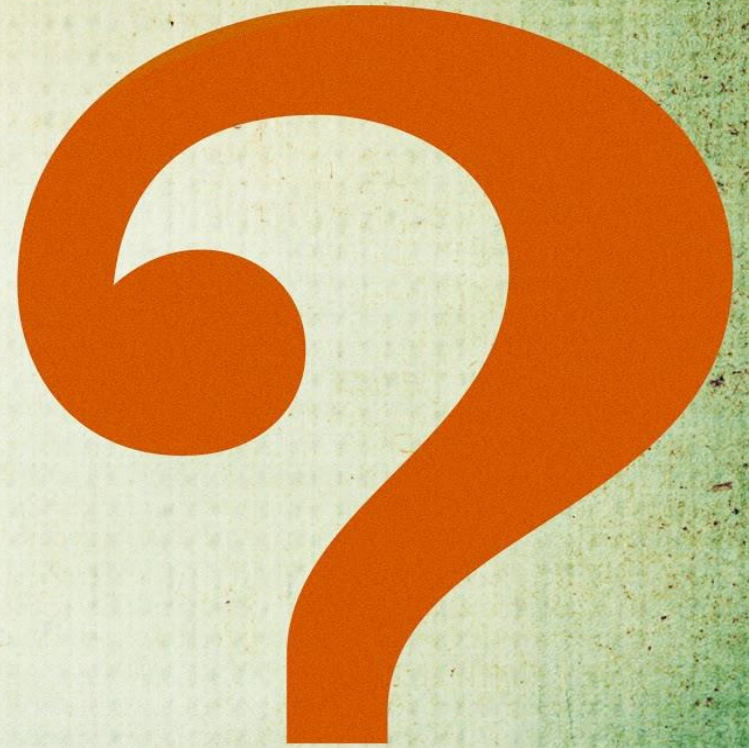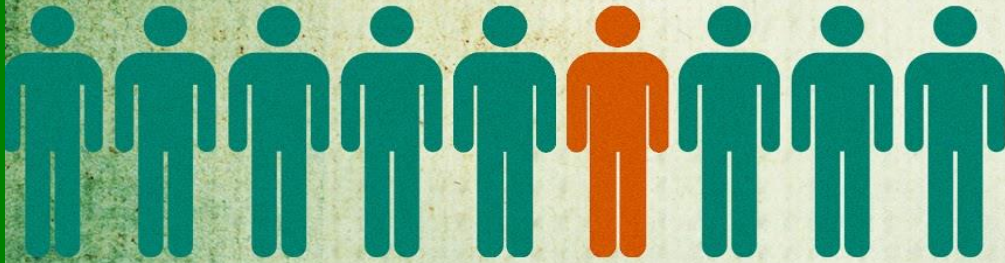
Faculty of Computers and Informatics
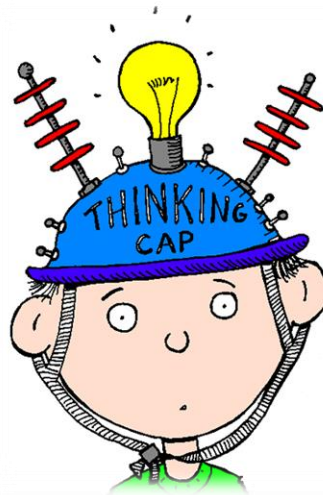
By

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GO!

Be a Falcon

RESPECT
To get it,
you must give it.

Rules
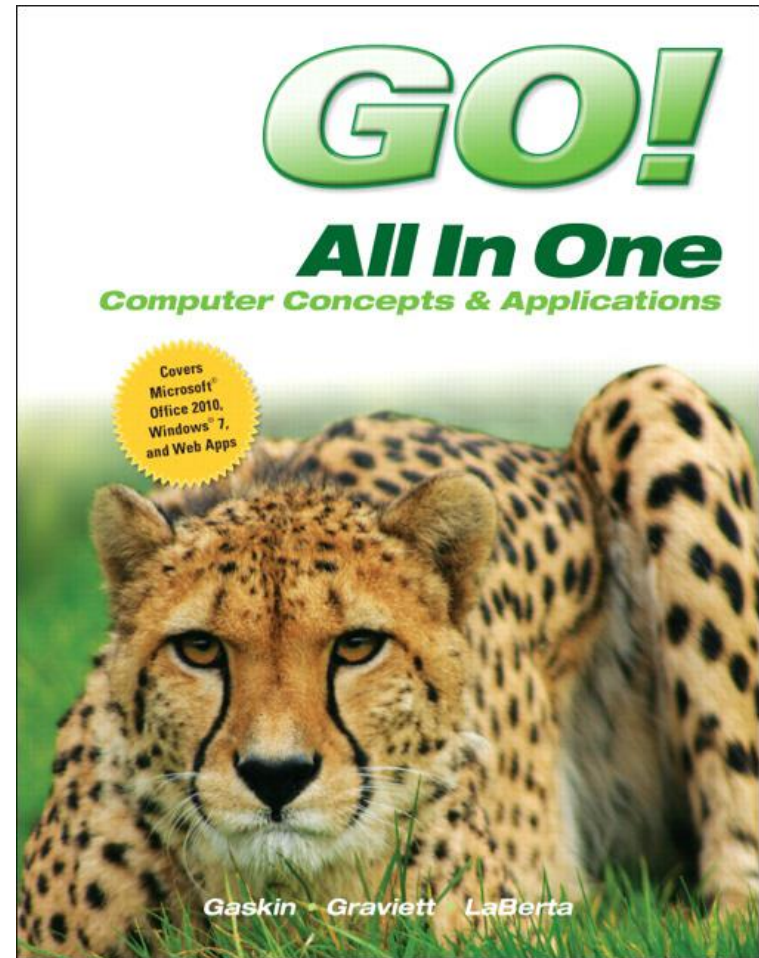
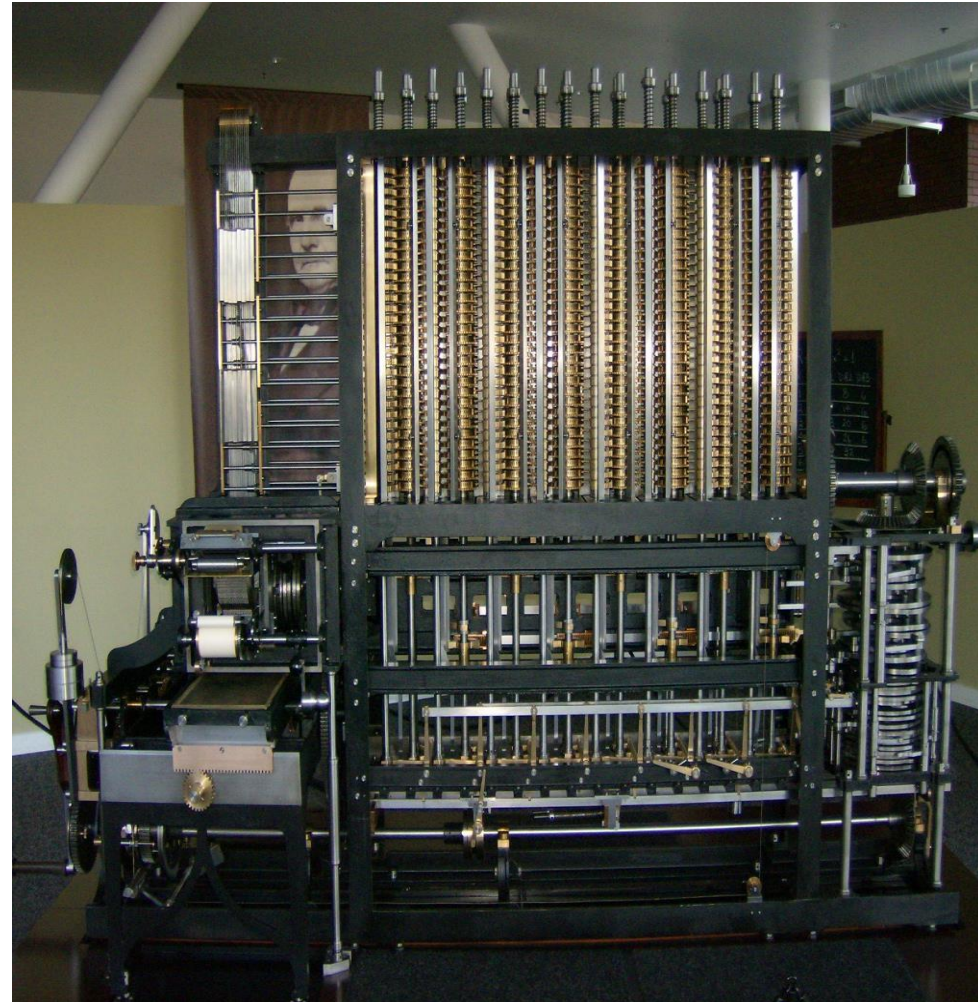# Course Contents

- Our book: Each chapter
  - Summary (most important points)
  - Test your knowledge (MCQ)
  - Practical exercises

GO! All In One
Computer Concepts & Applications

Covers Microsoft® Office 2010, Windows® 7, and Web Apps

Gaskin • Graviett • LaBerta

Course Contents

- Chapter 1 (Original Book CH 1)
  - Computer History,
  - Fundamentals, and
  - Operating Systems

Course Contents

- ## Chapter 2 (Original Book CH 2)

- ## Use Windows 7 to:

  - Manage Files
  - Manage Programs
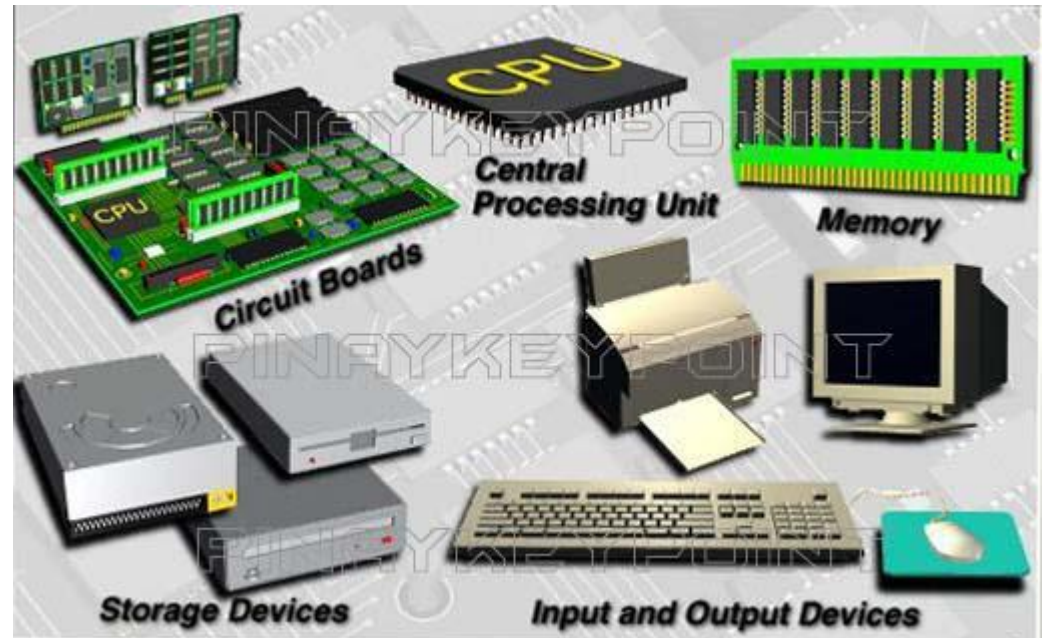 - Browse the Internet
  - Windows Explorer

Course Contents

- Chapter 3 (Original Book CH 5)
- Office Features,
  - Word Processor

Course Contents

- Chapter 4 (Original Book CH 7)
  - SYSTEM COMPONENTS, INPUT / OUTPUT DEVICES, AND STORAGE DEVICES

Course Contents

- Chapter 5 (Original Book CH 8)
  - Excel Worksheets,
  - Charts,
  - Formulas,
  - Functions,
  - Table

Course Contents (Cont.)

- Chapter 6 (Original Book CH 11)
  - PowerPoint Presentation
    - Creation;
    - Pictures,
    - Transitions,
    - Objects,
    - Backgrounds,
    - SmartArt

Course Contents (Cont.)

- Chapter 7 (Original Book CH 15)
  - COMPUTER NETWORKS AND COMMUNICATION

Course Objectives

- Understand the basic parts of a computer system and their relationships

- Master the basic functions of the Windows operating system

- Understand and use basic computer terminology

Course Objectives

- Master print commands to produce attractive hard copies of work

- Master the basic uses and procedures of word processing software

- Master the basic uses and procedures of spreadsheet software

Student Assessment

- Assignments
- Midterm Exam
- Final Exam

- Lectures Slides and other materials can be found here:
  - http://elgayyar.weebly.com/introduction-to-computer-systems.html

Ground Rule #1

- There are no "stupid" questions.

- It is a waste of your time and the class's time to proceed when you don't understand the basic terms.

- If you don't understand it, someone else probably doesn't it, either.

Ground Rule #2

- Help each other!

- It is a waste of your time try to figure out some obscure detail on your own when there are lots of resources around.

- When you have the answer, *write it in your own words* (or own coding style)