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Curriculum for One on One Training
Four Sections: Windows XP, Internet Explorer, Word,
Excel

<u>Windows XP/Mac</u>	<u>Internet Explorer:</u>
1. Understanding the Desktop	1. Dial up, DSL, Broadband
2. Taskbar, Start Menu, Control Panel	2. Hypertext Transfer Protocol (HTTP)
3. Properties/Settings	3. URL, HTML
4. Windows Explorer Overview	4. Entering Websites names
5. Folder Tree	5. Search Engines
6. Search/Find	6. Favorites
7. Understanding Views	7. Special Searches
8. Creating and Organizing Folders	8. Customizing the Home Screen
9. Selecting, Copying, Moving, Deleting Files/Folders	9. Email
10. Editing File/Folder Names	10. Sorting, Saving, Cut and Paste
11. Transferring Files from a Floppy Disk or CD	11. Attachments – Sending, Receiving
12. Customizing the Screen	12. Downloading – Setting up Defaults
13. Right Click –Short cut menus	13. Filing Cabinet – Properties and Defaults
14. Creating Shortcuts	14. Copying Pictures
15. Keyboard Shortcuts	15. Printing Pictures from Web Sites
16. Using Help	
17. Recycle Bin	



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Word XP:

1. Screen Elements
2. Tool Bars
3. Page Setup/ Margins
4. Print Preview/Views
5. Printing
6. Setting Defaults
7. Formatting / Alignment
8. Cut, Copy, Paste, Insert
9. Paragraph Settings
10. Save, Save As
11. Task Panes
12. Smart Tags
13. Pictures, Graphics
14. Tables
15. Tabs
16. Headers and Footers
17. Columns
18. Borders and Shading
19. Bullets and Numbering
20. Format Painter
21. Show/Hide Codes
22. Templates
23. Auto Correct

Excel XP:

1. Screen Elements
2. Tool Bars
3. Page Setup
4. Printing
5. Formula Bar
6. Columns and Rows
7. Sheets
8. Data Entry- Sorting/Filtering
9. Formulas
10. Formatting
11. Borders & Shading
12. Graphs
13. Modifying Graphs
14. Cut, Copy, Paste & Linking
15. Autotext, Autosum, Autocomplete,
Autofill
16. Headers and Footers