

# Overview

Welcome to Intel® Easy Steps. Intel® Easy Steps is a course designed to help you learn the basic steps of how to use a computer effectively, and to apply your computer skills to your every-day life.

Why learn about using a computer? Computers have become an important part of everyday life. Many people use computers to keep records, do calculations, to search information, store pictures and music, play games and communicate with others. Computers have changed the way we work and live. Computer skills are also important for employment, and for running any size of business, large or small.

In this Intel Easy Steps course, you will learn the basics of how to use the computer in a series of easy lessons. In the initial modules of this course, you will get an introduction to how a computer operates, and to basic software applications. To make the learning fun and useful, the later modules provide activities that are woven around the theme of employment and entrepreneurship. That is, you will learn to use the computer by doing activities that will not only help you develop technology skills, but will show you how you can apply those skills in your day-to-day life, in a job, or in creating a small business.

## Curriculum Objectives

The curriculum is arranged into fourteen modules, which will cover the use of different technology areas. In each module will help you learn new skills by developing products, which can be useful in your personal life or in business. During this course, you will be able to:

- Understand the basics of computers
- Understand and use some computer applications such as graphics, word processing, spreadsheets and multimedia applications
- Understand and use some web-based applications such as Internet Search, Email, Instant Messaging and Collaborative Documents.
- Communicate, collaborate and create products such as brochures, flyers, budgets, websites and others, which can be useful in your personal life, in a job or in starting and running a small business
- Develop a product portfolio of the end products, and showcase it to a select audience

You will be provided with a number of resources as a part of this course. This includes step-by-step instructions for the activities that you will complete during this course. You will also be provided with other resources such as the Intel® Education Help Guide; you will learn more about this useful resource in the later modules.

For this course to be most helpful to you, you should consider the following points:

- The best way to learn about computers is by exploring and discovering. This course provides the opportunity to begin your journey of exploration. Try and explore all the ways in which you can use technology to help make your daily life easier.
- Complete all the activities that are given in the curriculum.
- If you have access to a computer at home or elsewhere, continue practicing and learning at your own pace. Repeat what you have learned in the course, and try new things.
- Feel free to discuss with your course facilitator or with other participants any challenges that you are facing, as you will find that helping one another is an effective way to learn.
- Your learning does not stop with this training. Keep learning and gaining skills. Learn from your peers and friends. Keep practicing and learning at your own pace.