

# Ocean View

## All Nations Computer Course

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

### Lesson 1: Gmail

- Setup gmail address
- Send email
- Receive email
- Forward email
- Reply to an email
- Delete email
- Logout & log back in
- Find gmail.com after having visited other website

### Lesson 2: Gumtree (locate job opportunities or items for sale)

- Find 3 jobs or items & contact via phone or email
  - Job or Item #1: \_\_\_\_\_
  - Job or Item #2: \_\_\_\_\_
  - Job or Item #3: \_\_\_\_\_

### Lesson 3: Create CV

- Word processor skills (*lower and upper case, bold, italics, underline, indent, bullets, headers, font size, undo, copy, paste, align text, misspelling*)
- Basic typing
- Saving & printing

### Lesson 4: Gumtree (create personal account)

- Set up personal gumtree account
- Post CV
- Create classified ad for yourself

### Lesson 5: Introduction to 8 finger typing program

- Play 2 games: Tuxtype
- Complete 1 lesson: Klavaro

### Lesson 6: Photo blog & Journaling

- Set up blog account
- Create first blog entry
- Add a photo taken from your cell phone to your blog
- Enter a practice 'comment'
- Find another blog to follow of personal interest