Syllabus

	Delivery Plan (Weekly Lab. Syllabus)
	المنهاج الاسبوعي للمختبر
	Material Covered
Week 1	Lab 1: Getting to know computer hardware + turn on and shut down options +looking at the desktop + using mouse (Menu, pointing, selecting, dragging, scrolling and execution)+ using start button
Week 2	Lab 2: Create a folder (and file) , Rename, Copy, Cut, find, shortcut +Recycle bin ; using task bar
Week 3	Lab 3: looking at a typical window +control buttons + move, resize a window+ view options+ select files + file options +using taskbar.
Week 4	Lab 4: Install, open, close, and(control panel- Programs) uninstall applications(internet and other sources); Control Panel (power options), Control Panel (add a device or printer), Control Panel (Project)
Week 5	Lab 5: Personalization (background and color) +(User Account (create a standard account, change password , picture and name) Control Panel- Clock and region (change date, time , and region) + Ease of Access (Narrator, Magnifier, on screen keyboard)).
Week 6	Lab 6: MS Office (word, Excel, Power point, outlook) Starting each program and identify the main screen in details as title bar, main ribbons, etc.
Week 7	Lab 7: MS Word (Home Tab, Insert Tab, Layout Tab, View Tab + Watermark, Page boarder and Page color).
Week 8	Lab 8:**Mid Term**
Week 9	Lab 9: MS Excel (Home Tab, Insert, Page layout, Formula, Data).
Week 10	Lab 10: MS Power Point (Home Tab, Insert, Design, Transition, Animation).
Week 11	Lab 11: MS outlook (Home Tab, send and receive) + Calendar
Week 12	Lab 12: **Google apps Vs MS office.**
Week 13	Lab 13: Creating Gmail+ basic e-mail functions+ using google class. Using internet (Google scholar + fining courses and materials, Khan academy and finding resources).
Week 14	Lab 14: Using AI tools