Computer Literacy Training Programme

	Time	Activity
Day 1	8:00am - 9:00am	Introductions Ice Breaker Introduction to the Program
	9:00am - 9:10am	Break
	9:10am - 10:10am	'I know what I know' Activity.
Day 3	8:00am - 9:00am	Uses, Advantages and Disadvantages of Computers
	9:00am - 9:10am	Break
	9:10am - 10:10am	Computer Components and Uses Turning Computers On and Off
Day 3	8:00am - 9:00am	Posture Mouse Functions
	9:00am - 9:10am	Break
	9:10am - 10:10am	Opening and Closing Applications Basic Components of a Window
Day 4	8:00am - 9:00am	Keyboard Practice: Hand Position Keyboard Use
	9:00am - 9:10am	Break
	9:10am - 10:10am	Typing Practice
Day 5	8:00am - 9:00am	Keyboard Practice: Using Rapid Typing Software
	9:00am - 9:10am	Break
	9:10am - 10:10am	Activity 1. Writing a paragraph
Day 6	8:00am - 9:00am	File Navigation: Opening and Closing a File
	9:00am - 9:10am	Break
	9:10am - 10:10am	Saving a File
Day 7	8:00am - 9:00am	Renaming and Deleting Files
	9:00am - 9:10am	Break
	9:10am - 10:10am	Creating Folders
Day 8	8:00am - 9:00am	Word Processing: Introduction to Word Processing Software Different Types of Software

	9:00am - 9:10am	Break
	9:10am - 10:10am	Word Processing Practical Task: Changing Font and Formatting (highlight, copy, and paste)

	8:00am - 9:00am	Word Processing Practical Task
Day 9	9:00am - 9:10am	Break
	9:10am - 10:10am	Word Processing Practical Task

	8:00am - 9:00am	Skills Based Test
Day 10	9:00am - 9:10am	Break
	9:10am - 10:10am	Free Play and Farewell