

Computer Skills Development



Online resources available to improve basic computer skills.

COMPUTER VOCABULARY

[Computer Vocabulary](http://users.rowan.edu/%7Eau/CompLit/Vocab.htm) (http://users.rowan.edu/%7Eau/CompLit/Vocab.htm)

A comprehensive dictionary of common terms related to computers ranging from artificial intelligence to wizard.

[Computer Vocabulary: Matching Game](https://www.msu.edu/user/ahughes/langandcomp/vocab1.htm) (https://www.msu.edu/user/ahughes/langandcomp/vocab1.htm)

An interactive matching game where a student chooses the definition and matches it with the appropriate term.

TYPING/EVALUATION/KEYBOARDING INSTRUCTION

TypingTest.com

This website allows you to evaluate your typing speed.

[PowerTyping](http://www.powertyping.com) (www.powertyping.com)

This website offers online typing test tutorials. You will complete exercises on multiple topics that will help you learn basic keystrokes.

[Learn 2 Type](http://www.learn2type.com) (www.learn2type.com)

This website offers a typing test and free lessons on typing. You will complete exercise designed to improve skills on touch-typing.

[Alison-Touch Typing](http://alison.com/courses/Touch-Typing-Training) (http://alison.com/courses/Touch-Typing-Training)

This website offers a typing test and free lessons on typing. You will complete exercise designed to improve skills on touch-typing.

BASIC COMPUTER SKILLS

[BBC Computer Tutor](http://www.bbc.co.uk/webwise/courses/computer-basics/) (http://www.bbc.co.uk/webwise/courses/computer-basics/)

This website offers an interactive tutorial introducing you to the basics of a computer. You will complete exercises to help you become familiar with the mouse and keyboard.

[Basic Computer Skills](http://www.ctdlc.org/remediation/indexComputer.html) (http://www.ctdlc.org/remediation/indexComputer.html)

A short, web-based course that guides students through basic computer skills, including how to use a mouse, keyboard and typing skills, opening and closing files, accessing data from a CD-ROM, how to locate saved files, how to copy and paste text, review questions, activities, and a quiz.

Locations:

Wichita Workforce Center

2021 N. Amidon, Suite 1100
Wichita, KS 67203
316.771.6800

Butler Workforce Center

2318 West Central Avenue
El Dorado, KS 67042
316.321.2350

Cowley Workforce Center

108 E. 12th Avenue
Winfield, KS 67156
620.221.7790

Sumner Workforce Center

107 South Washington
Wellington, KS 67152
620.326.2659

[Microsoft Digital Literacy](http://www.microsoft.com/about/corporatecitizenship/Citizenship/giving/programs/UP/digitalliteracy/default.mspix) (<http://www.microsoft.com/about/corporatecitizenship/Citizenship/giving/programs/UP/digitalliteracy/default.mspix>)

This website offers a curriculum that will introduce you to the computer and its many uses. You will be able to develop the necessary skills to feel confident in using a computer for job search and/or work purposes. Microsoft Digital Literacy offers assessments to evaluate the level of understanding on the concepts and skills introduced. Upon completion of the curriculum, you will earn a certificate of completion.

FREE ONLINE EDUCATION SITES

gcflearnfree.org

GCFLearnFree.org® creates and provides quality, innovative online learning opportunities to anyone who wants to improve the technology, literacy and math skills needed to be successful in both work and life. By delivering over 750 different lessons to millions of people in over 200 countries and territories ABSOLUTELY FREE, GCFLearnFree.org is a worldwide leader in online education.

[Alison](http://alison.com) (alison.com)

This website offers free, certified courses from the World's Top Publishers. ALISON hosts over six hundred courses with a wide range of subject categories. From digital literacy to economics, and from psychology to nursing there is something for everyone to learn. Including courses on Microsoft Office and much more.

MICROSOFT WORD

These websites will take you through tutorials on the functions and tools available in Microsoft Word.

Word 2007

[Microsoft Office - Word 2007 Training](http://office.microsoft.com/en-us/training/word-2007-training-courses-HA010215566.aspx) (<http://office.microsoft.com/en-us/training/word-2007-training-courses-HA010215566.aspx>)

[Florida Gulf Coast Univeristy - Word 2007 Tutorial](http://www.fgcu.edu/support/office2007/Word/index.asp) (<http://www.fgcu.edu/support/office2007/Word/index.asp>)

[GCFLearnFree.org - Word 2007 Tutorials](http://www.gcflearnfree.org/office2007/word2007) (<http://www.gcflearnfree.org/office2007/word2007>)

Word 2010

[Microsoft Office - Word 2010 Training](http://office.microsoft.com/en-us/word-help/training-courses-for-word-2010-HA104039042.aspx) (<http://office.microsoft.com/en-us/word-help/training-courses-for-word-2010-HA104039042.aspx>)

[GCFLearnFree.org - Word 2010 Tutorials](http://www.gcflearnfree.org/office2010/word2010) (<http://www.gcflearnfree.org/office2010/word2010>)

Word 2013

[Microsoft Office - Word 2013 Training](http://office.microsoft.com/en-us/word-help/training-courses-for-word-2013-HA104030981.aspx) (<http://office.microsoft.com/en-us/word-help/training-courses-for-word-2013-HA104030981.aspx>)

[GCFLearnFree.org - Word 2013 Tutorials](http://www.gcflearnfree.org/office2013/word2013) (<http://www.gcflearnfree.org/office2013/word2013>)