

# Cyber Snapshot

## CyberStart Computers & Microsoft Office

**Program:** CyberStart Computers & Microsoft Office | **Instructor:** Amber Hernandez-Diaz

**Format:** Live, Instructor-Led + Hands-On Practice | **Internet:** [www.itcyber.tech](http://www.itcyber.tech) | **Email:** [amber@itcyber.tech](mailto:amber@itcyber.tech)

**Schedule:** Monday & Tuesday | 8:00–9:30pm (Eastern Time) | 5:00–6:30pm (Pacific Time) | 4:00–5:30pm (Alaska Time)

**Duration:** 8 Sessions | **Time Commitment:** In Class: 3 hours per week and Practice: 2–4 hours per week

### Overview

CyberStart is a beginner-friendly course designed to build confidence with computers and essential digital tools. It provides a step-by-step introduction to computer basics, internet navigation, and core Microsoft Office applications: Word, Excel, and PowerPoint. Through guided instruction and hands-on activities, students learn practical skills they can immediately apply in everyday life, school, or the workplace.

### What You'll Learn

- By the end of this course, students will be able to:
- Navigate and operate a computer confidently
- Use a keyboard, mouse, and common shortcuts
- Browse the internet safely and effectively
- Create, save, and organize files and folders
- Build and format documents in Microsoft Word
- Create spreadsheets and perform basic calculations in Excel
- Design simple presentations in PowerPoint
- Communicate professionally using email

### Course Modules

1. Computer Basics – Hardware, software, devices, & navigation
2. Operating Systems & File Management – Desktop & folders
3. Internet & Email – Browsing, search engines, online safety
4. Microsoft Word – Documents, formatting, layout
5. Microsoft Excel – Spreadsheets, data entry, basic formulas
6. Microsoft PowerPoint – Slides, design, presentations
7. Cybersecurity Basics – Passwords, phishing, safe practices
8. Troubleshooting – Solving common computer issues

### How You'll Learn

- Live demonstrations
- Step-by-step guided instruction
- Hands-on exercises
- Real-world examples and projects
- Interactive Q&A and group discussion

### Technology Requirements

- Windows PC (recommended, Windows 10/11)
- 4 GB RAM minimum (8 GB recommended)
- Reliable internet connection
- Email account (Outlook or similar)
- USB drive or cloud storage

### Course Goal

By the end of CyberStart, students will have the confidence and foundational skills to use a computer effectively for personal, educational, and professional tasks—setting the stage for future technology and cybersecurity training.

### Who Is This Course For

- Beginners with little or no computer experience
- Adults returning to school or the workforce
- Anyone looking to improve digital literacy

### Assessment & Success

- Hands-on assignments and exercises
- Final mini project: Word, Excel & PowerPoint
- Active participation and attendance

### Learning Delivery Methods

- Self-pace, Instructor lead or One on One

**CyberStart** isn't just a course,  
it's your entry point into the **Cyber world.**  
**ITCyber.tech**