



Computer Basics

Course Outline

Introduction Level

Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

Course aims and objectives

To provide delegates with the confidence and key skills that will enable them to use feel comfortable using a computer. On completion, attendees should be able to work within a windows environment, and understand basic computing terms and jargon.

Who should attend?

1. New users with no previous experience of computers.
2. Self-taught users who would like to improve their limited, knowledge and confidence

Prerequisites

No previous experience is required. Basic keyboard skills and experience working within a MS® Windows environment would be an advantage.

Course duration

1 day – Typically 9.30am to 4/4.30pm (We can be flexible with times to suit your needs)

A selection of topics covered

A typical course at this level would include the following topics. If you require any specific topics not listed, we will be happy to tailor make a course to suit your needs.

- What is hardware and software?
- Using the mouse keyboard & monitor
- What is a Hard drive, RAM & ROM?
- Switching on and turning off a PC
- The Desktop – Features and layout
- Move & organise Icons on the desktop
- Minimise, Maximise, Restore & Close
- Copy Cut and Paste – Drag and Drop
- Using the Control panel to customise
- Saving and using a memory stick?
- Basic introduction to the Internet & email
- Computer security basics
- Basic introduction Word processing
- Basic introduction file management

Benefits to the individual and organisation

- ✓ Learn new skills and build up your IT confidence
- ✓ Overcome fear of the unknown
- ✓ Add to your CV and improve your career prospects
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Save valuable time, get the job done quickly and efficiently
- ✓ Improve standards of presentation to portray a professional image
- ✓ Learn to do it properly, avoid time wasting and costly mistakes
- ✓ Save money, investment in training pays for itself over and over again