

Getting Started With Computers

Each Level – Introduction – Intermediate & Advanced has a duration of 1 day

PC & Mac

Pre-Requisite

These topics are to serve as a guide only. You elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

INTRODUCTION

Objective:

To get an overview of how to use a computer and terminology used.

Essential:

Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.

Preferable

Some practical application for the course attending.

Module 1

Getting Started

Terminology Hardware and Software

How to use floppy diskettes Using CD's

What is a Dialogue Box?

Safe way to shut down

Trouble Shooting tips

Switching between applications

Using the Mouse

Right and Left mouse clicking

Module 2

Manipulating Windows

Opening

Closing, Min, Max, Restore

Moving window around

Re Sizing

Changing properties

Module 3

Windows Explore

Using Windows

Explorer

Organizing your files

Creating folders

Finding files

Moving files

Re naming files

Deleting files

Module 4

Customizing desktop

Date/Time

Mouse settings

Screen Savers

Using the recycle bin

Module 5

Using Word Basics

Create a document

Type basic text

Saving files

Print

Module 6

Basic Internet

Discuss what is a Web

Browser

What is the

Internet/Intranet.

Enter a URL

Search the Web