

Understanding Personal Computers

Course Aims

This course is designed for anyone who has never used a computer. It will introduce new users to the hardware and software components of personal computers.

Learning Outcomes

Upon completion of this course the participant will be able to:

- understand hardware and software
- open and close applications
- use an operating system
- understand word processing basics
- understand spreadsheet basics
- understand database basics
- browse the Internet
- use a printer

Training Method

Training is conducted by professional trainers, using hands on exercises and user practise to consolidate concepts.

Prerequisite

None

Course Content

The Basics of a Computer System

- What is a Computer System?
- Hardware Components
- The Keyboard Areas
- Using a mouse
- Considerations when buying a computer

Windows

- Windows
- Starting Applications
- Minimise, Maximise and Restore
- Moving and Sizing Windows
- Switching between Applications
- Quitting an Application
- Shutting the Computer Down
- The Task Bar
- The Start Menu
- Customising the Desktop

File Management

- Explorer
- Running an Application
- Recognising Icons
- Files and Folders
- Expanding and Collapsing Folders
- Selecting Files and Folders
- Creating, Copying and Deleting
- Renaming Existing Files
- The Toolbar

Word Processing Basics

- Starting and Exiting Word for Windows
- The Toolbars
- Creating and Saving a Document
- Previewing a Document before Printing
- Printing a Document
- Correcting Errors in Text
- Formatting Characters

Spreadsheet Basics

- Worksheet Applications
- Starting Excel for Windows
- Parts of the Workbook Window
- Moving around the Worksheet
- Enter data into the worksheet
- Formulas

The Internet

- Access the Internet
- Navigate web site
- Send email