

Introduction to Computing

A One Day Training Course



Course Aims

Getting to grips with a new computer can be a terrifying experience. This entirely 'hands on' course is designed to give delegates an introduction to the essential aspects of the Windows environment ensuring a good foundation prior to attendance on further application specific courses. This course will give participants a good understanding of the Windows environment and Desktop together with keyboard & mouse skills. The course will also include an overview of the Microsoft Office suite of applications, Word, Excel, PowerPoint & Access.

Course Outline

Your Vital Statistics

- PC Components
- The PC
- Hardware/Software/CPU/Memory
- Rom/Ram/Bytes/Operating systems
- Turning it on

Using the Keyboard & the Mouse

- Overview of Keyboard
- The Mouse
- Mouse Techniques & Terminology
- The Mouse Pointer
- Keyboard Methods

Introduction to the Environment

- Using the Desktop
- Using the Start Menu
- Using the Taskbar
- Menus & Submenus

Data Integrity

- PC Security
- Protecting your information
- Computer Viruses
- Data Integrity
- Formatting diskettes & Backing up data

Working with Windows

- Manipulating Windows
- Windows Elements
- Menus
- Dialogue Boxes
- The Clipboard
- Copying Information
- Accessories
- Other Programs
- The Startup Folder
- The Recycle Bin
- Deleting Files
- Retrieving Files
- Shutting the System Down

Applications OverView

- Word
- Excel
- PowerPoint
- Access
- Outlook
- Internet Explorer

Target Audience

Intending, new or recent users of PCs or the Windows environment who need to get to grips with working within the Windows environment in a short space of time.

Assumed Knowledge

None, some prior knowledge of personal computers is useful but not essential.

Xpert Solutions Limited
44 Hanover Street
Edinburgh
EH2 2DR
tel: 0131 225 8090
fax: 0131 225 3434
info@xpertsolutions.co.uk
www.xpertsolutions.co.uk

Registered in Scotland No. 175821
Registered Office: 44 Hanover Street
Edinburgh EH2 2DR