
PC Basics

Designed for: Those who have never used a computer

Prerequisites: None

Objectives: To teach new users the basics of using a computer

Course Content

- Lesson One – Including: Types of computer hardware, components of the system unit, using the mouse to open and close menus, using the mouse to open and play a game stored on the computer, different types of printers, shutting down the computer
- Lesson Two – Including: Loading the Microsoft Word software program, opening an existing Word document, editing and printing a Word document, loading the Microsoft Excel program, editing data in Excel, understanding the structure of a database and sorting information, what the different software applications are used for
- Lesson Three – Including: Understanding the principles of storing documents in files and folders, opening a document stored in a sub folder, using My Computer to organise files, creating a new folder, moving a file, copying a file, renaming a file, deleting a file, creating a new document in Word, saving a new document, the importance of backing up
- Lesson Four – Including: Using Internet Explorer to connect to the Internet, using a web address to locate a web site, understanding the importance of security on the Internet, using Outlook Express to compose messages, different types of connectors, how a digital camera can be used with a PC

Benefits

- Learn the basic principles of using a computer
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course Price: £99 (incl VAT)

Course duration: 6 - 8 hours

What next: Word or Excel Proficient Level
Internet Skills