Computer Foundation Course Outline

Benefit:

The course has been created for those people who want to know more about their computer and be able to troubleshoot basic issues. The course also includes Emailing using Outlook and browsing the internet using Internet Explorer.

Objectives

On completion of the course, you will be more familiar with the terminology surrounding computers, start up the computer confidently, create simple files and store them appropriately and be able to send and receive emails.

Course Information

Duration:	1 day
Venue:	Concise Training Academy
Participants:	Maximum of 9 people

Who should attend?

You don't need any prior knowledge of using a computer, mouse or keyboard.

Client Feedback

"…this is a fantastic course for delegates with little or no understanding of computer basics" *Manchester Fluid System Technologies Ltd*

Other Courses

Excel Foundation
Word Foundation
PowerPoint Foundation

Course Topics

Inside the box

- Types of computer
- Hardware and software
- How does a computer work
- Connecting up a computer
- Starting a computer
- Using a keyboard
- Using a mouse
- Click, double-click and drag
- Adding/removing a printer
- Setting a default printer

Understanding Windows

- Parts of the desktop
- Shutting down the computer
- Minimise/maximise/restore/close
- Moving and sizing windows
- Menus and buttons
- Running multiple applications
- Using Help
- Using shortcuts

Creating files

- Saving, Opening, Closing files
- Understanding File types
- Spellcheck
- Printing

File Management

- Understanding personal and network drives
- Personal Folder Window
- Creating folders
- Copying and moving files
- Storing files on a memory stick
- Deleting files and Recycle bin

Setup and Maintenance

- Installing/uninstalling software
- Computer settings: Date/time, Display, Volume
- Mouse and keyboard settings
- Backup process
- Protect against viruses

Using Email

- Email Management
- Sending mail / Receiving mail
- Reply/forward messages
- Working with attachments
- Junk email and Spam
- Deleted emails
- Email Addresses and Organising Contacts
- Email options
- Signatures

Using Internet

- Internet Concepts and terms
- Working with your Browser
- Navigating pages
- Bookmarking pages
- Using search engines
- Using the internet securely