

Computer Fundamentals



caring, flexible, professional

Duration: 1 day

TARGET AUDIENCE

This one-day course is intended for those who would like to improve their knowledge of basic computer fundamentals.

LEARNING OUTCOMES

By the end of this course, the student will be able to understand basic computer jargon, as well as being able to find their way around the windows environment and use the basics of some common applications, including Word and Excel.

COMPUTER TECHNOLOGY

- Advantages and disadvantages of computers
- Types of computers
- IBM v Apple Mac computers
- Laptops and Tablets
- Networks
- Hardware and software
- Peripheral devices
- Input devices
- Output devices
- Storage devices
- Memory
- Measuring memory and storage capacities
- Storing data
- Storage devices
- Files
- The hard disk (HDD)
- Compact disks (CD) storage
- Mobile devices
- Tablet computers
- E-book readers
- Smartphones
- The computing process
- Central processing unit
- Computer software
- System software
- Windows operating system
- Application software

USING AND MAINTAINING COMPUTERS

- Preventative maintenance
- Running disk clean-up
- Defragmenting and optimizing your hard drive
- Physical cleaning
- Backup procedures
- Health and safety
- Dealing with difficulties
- Viruses
- Internet and email risks
- Worm
- Trojan horse
- Spyware
- Anti-virus software
- Firewalls
- General rules to avoid data corruption, viruses and unauthorised access

PRACTICAL SESSION

- Using a computer
- Computer commands
- The keyboard
- Using the mouse
- Getting started in Windows
- The desktop
- The Start button
- Good TIPS
- The Control Panel
- Starting a program in WINDOWS
- Parts of a window
- Moving and resizing windows
- Close a window/program

- How Windows organizes your files and folders
- Opening files and folders
- Understanding the parts of a folder
- Expanding and contracting folders
- Creating a new folder
- Copying files or folder
- Renaming files
- Opening files

Microsoft Word

- Opening Microsoft Word
- The Ribbon
- Closing Microsoft Word
- Creating a document
- Editing a document
- Using bold, italics and underline
- Saving a document
- Opening a saved file

Microsoft Excel

- Getting into Microsoft Excel
- The Excel screen
- Getting out of Microsoft Excel
- Entering information into Excel
- Saving a workbook
- Widening column widths
- Deleting entries
- Fonts
- Formulas
- AutoSum

Duration: 1 day
Class size: 10 max
Times: 9am to 4pm
Where to from here?
Excel Intro, Word Intro
and more....