



Basic Computer Literacy – 2 Day course

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

- Computer hardware
- Computer accessories
- Interacting with the computer
- Switching on a PC
- Using the mouse
- Shutting Down
- Keyboard techniques
- Ergonomics
- Preventing typing errors and proof reading
- Producing a sentence with alpha, numeric and symbols
- The Desktop
- Features of Windows - Min, max
- Taskbar and Start Button
- Icons - arranging, creating
- Starting applications
- Printing
- Using Help
- Drives, files and folders
- Windows Explorer
- My Computer
- Changing the view
- File Management (saving, folders etc.)
- Deleting and the Recycle Bin
- Finding files
- Using floppy disks and USB drives
- File compression
- File Backup
- Accessing programs
- **Introduction to Word Processing**
 - Selecting (highlighting) text in MS Word
 - Saving and Closing a document
 - Spelling And Grammar
 - Printing in Word
- **Introduction to spreadsheets**
 - MS Excel
 - Creating new spreadsheets
 - Navigating in Excel
 - Saving and closing
 - Printing in Excel

If other applications (besides Word and Excel) are required please let us know and we will customise at no charge.