

ONE DAY COURSE OUTLINE

INTRODUCTION TO COMPUTERS

USING WINDOWS 7 & OFFICE 2010

Prerequisites: This course is for the beginner and assumes little or no knowledge of computers.

General Description: The skills and knowledge acquired in this course are sufficient to be able to use and operate the software to perform tasks that include starting applications, creating folders, copying and moving files and personalise Windows.

Learning Outcomes:

- Understand some of the wider implications of working with computers
 - Understand many of the general concepts of computing such as hardware, software, types of computers and the like
 - Explain the various hardware components of the computer
 - Understand the role of software on the computer and the different types of software
 - Gain an overview of Window 7 including windows and menus
 - Understand data storage and navigate your computer's drives, folders and files
 - Navigate the folder hierarchy and work with folders
 - Manage files on the computer
 - Introduction to Microsoft Word, Excel and Outlook
 - Understand the history and jargon associated with the Internet
 - Use basic technique in Internet Explorer
 - Effectively search the web
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