

COMPUTERS A FIRST COURSE

(3 x 3 hours)



Computer Smart Training Centre

SOFTWARE TRAINING SPECIALISTS

Learning Outcomes: At the completion of this course, students will understand the operation of the computer and be able to work with windows applications including maximising and minimising windows and creating and managing folders. Social media – FaceBook, Twitter, Instagram - are included.

Pre-Requisites: This course caters for beginners as well as people who would like to learn more about computer concepts.

Computer Basics:

- Health & Safety Guidelines
- Turning On The Computer
- Understanding The Computer
- The Difference Between Hardware And Software
- Types Of Software And Their Functions
- Components Of A Computer
- Using The Mouse and Trackpad
- Understanding The Keyboard
- Start Menu
- Windows Controls & Menus
- Open And Close Programs
- Windows Desktop
- Creating Shortcuts
- Start
- Storage Media, Memory, CPU
- Microsoft Explorer, The Edge, Firefox, Google
- Windows Keyboard Shortcuts
- Using The Calculator
- Windows 10

Windows Explorer:

- Creating & Managing Files And Folders Within Explorer
- Deleting Files And Folders
- Saving Documents
- Copying And Moving Documents
- Searching For Files And Folders
- Printing Documents

Control Panel Settings:

- Customise Start Menu And Taskbar
- Understanding Windows Help
- Setting A Desktop Picture
- Setting A Screensaver
- Setting The Clock
- Setting Up Printers
- Installing Programs
- Viruses, Auto Update

Social Media:

- Twitter
- Instagram
- FaceBook

Computer Smart Training Centre
Located at Suite 6, 153 Cotlew Street Q 4214
PO Box 4049 Ashmore Plaza Q 4214
Phone: (07) 55395 666 Fax: (07) 55392 666

Email: contactus@computersmart.com.au Website: www.computersmart.com.au