

# FULL BEGINNERS COURSE



## Computer Smart TRAINING CENTRE

### FULL BEGINNER COURSE

7 Sessions x 3 hour sessions

**Includes:**

- Computers – A First Course (3 sessions)
- Introduction to Microsoft Word (1 session)
- Introduction to Microsoft Excel (1 session)
- Introduction to the Internet (1 session)
- Introduction to Email (1 session)

**Computers – A First Course**

Comprehensive course on computer basics - Windows Operating System; Windows Explorer; programs and files; personalise computer settings; check disc properties; explore Help feature; use toolbars, keyboard, mouse and floppy discs; computer maintenance and problem solving hints.

**Introduction to Microsoft Word**

If you need to be proficient at writing letters – then this course is for you. Also covers editing, formatting, files and folders. Learn time-saving techniques and creative tips so that you can produce professional-looking documents.

**Introduction to Microsoft Excel**

Be able to prepare budgets, petty cash and more.....

This course provides a thorough overview of spreadsheeting; includes cells, workbooks, charts, formulas and auto fill. Also incorporates formatting and presentation features.

**Introduction to the Internet**

Find out how to “Surf the net”. This course is an introduction to using the World Wide Web, covering topics such as the origins & history of the internet, search engines , favourites, and general browsing.

**Introduction to Email**

Learn all about writing emails - sending, receiving and filing emails and attachments; also replying and forwarding emails.

Computer Smart Training Centre

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