

Get Started Here

Personal Computers are an essential tool. Everyone needs to know how to use them.

One-on-One Personal Computer Training provides a comprehensive introduction to personal computers and will let students become productive with them.

Learning Outcomes

This course is designed for people who are new to personal computers. It covers the essential features people need in day-to-day use of PCs.

At the end of the course, the student will be able to:

- ☞ Understand the purpose of PC hardware and software
- ☞ Open and close programs running under Windows
- ☞ Perform file management tasks
- ☞ Work with programs in the Office 2003 suite including Word, Excel,
- ☞ Save time with features such as shortcut menus, drag and drop and the Search Assistant
- ☞ Understand occupational health and safety issues
- ☞ Work with Windows programs such as Paint and maintenance utilities
- ☞ Customise Windows

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

Level 1

- ☞ PC hardware and software
- ☞ Starting Windows and exiting
- ☞ Windows screen elements
- ☞ Working with the mouse, taskbar, menus, toolbars, dialogue boxes and scroll bars
- ☞ Opening and closing programs such as Microsoft Paint
- ☞ Files, folders, file management dialogue boxes and view options
- ☞ Opening, saving, printing and closing documents
- ☞ Switching between documents
- ☞ Word processing using Microsoft Word and creating a simple document
- ☞ Working with Excel worksheets and charts
- ☞ Occupational health and safety issues
- ☞ My Computer and My Documents
- ☞ Introduction to the Internet
- ☞ Introduction to Outlook Express

Prerequisites

No experience in personal computers is necessary.

Enquiries

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