COMPUTER BASICS ADVANCED TRAINING

COURSE LENGTH: 0.5 DAYS

This training course is for computer users with limited understanding of computer operations, and is designed to provide the participants with a deep understanding of general computing concepts and the skills to use a computer easily and efficiently.

The Computer Basics Advanced training course teaches the following: basic computer operation, general computing concepts, operating systems, computer hardware and software (their differences and they work), Windows applications (WordPad, Internet Explorer, NotePad, Paint, Calculator, Task manager, and more), how information networks operate, computer security, and other related computer operation topics.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

COMPUTER BASICS ADVANCED TRAINING COURSE OUTLINE

FOREWORD

During this computer basic advanced training course, participants learn to understand how information networks operate, use of and difference between hardware and software, and general computing concepts. Participants also develop skills in using Windows applications such as WordPad, Internet Explorer, NotePad, Paint, Calculator, Task manager, and more.

The course is designed for an easy understanding of the use of important computer operations including operating systems and networking.

OUTCOMES

This short and comprehensive course is the fastest way to develop a deep understanding and skills to effortlessly use a computer.
After completing this course, participants will have learned to:

▶ Use the keyboard, mouse, and Windows desktop
▶ Understand general computing concepts
▶ Understand the difference between hardware and software, and how each works
▶ Understand how information networks operate
▶ Be aware of security concerns and how to protect your privacy
▶ Effectively manage and use files and folders
▶ Use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
▶ Use input, output, and storage devices
▶ Use operating systems and applications
▶ Understand legal issues, including licensing of software
▶ Understand and use networking and Internet basics
▶ Understand tele-commuting and the electronic world
▶ Understand ergonomics, safety, and the environment
▶ Understand malware
▶ Customise your computer
▶ Understand and using files and folders
▶ Use basic Windows applications
▶ Work with a window
▶ Work with applications
▶ Browse the Web

MODULES

Lesson 1: Getting Started

▶ The Parking Lot
▶ Workshop Objectives
▶ Action Plans & Evaluations

Lesson 2: Working with Files and Folders

▶ The Basics of Files and Folders
▶ Managing Files and Folders, Part I
▶ Viewing File or Folder Properties
▶ Working with Files and Folders
▶ Compressing Files

Lesson 3: Working with the Computer

▶ First Steps

▶ Basic Tasks

▶ Using the Desktop

▶ Customising your Computer

▶ Printing

Lesson 4: Wrapping Up

▶ Words From the Wise

WEB LINKS

▶ View this course online