

COMPUTER BASICS EXPERT TRAINING

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COURSE LENGTH: 1.0 DAYS

Expertise in at least the basic computer operation is essential in coping with many important aspects of our personal and professional lives. This Computer Basics Expert Training course is for the development of practical skills to use the advanced features and functionality of a computer.

Attendees of this course will learn how to find, use and uninstall various applications (Calculator, Paint, Task Manager, WordPad and Notepad), use of the control panel, web browsers, how to browse the web, manage bookmarks, work with web pages as well as manage files and folders. After this course, you will have an understanding of general computing concepts and an awareness of computer security.

This Computer Basics Expert training course is offered in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and throughout the UK.

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

COMPUTER BASICS EXPERT TRAINING COURSE OUTLINE

FOREWORD

During this training course, participants will learn the advanced features and functionality of a computer including browsing the web, working with various applications, working with web pages, and working with a window.

OUTCOMES

This extensive training course provides training in all basic functions of a computer so that you are able to use it effortlessly to perform basic functions including browsing the Internet, downloading, using word processing applications, and managing files and folders.

After completing this course, participants will have learned to:

- ▶ Use Calculator, Paint, Task Manager, WordPad, Notepad
 - ▶ Resize windows, and move them
 - ▶ Uninstall an application
 - ▶ Halt a frozen program
 - ▶ Switch between windows
 - ▶ Work with a window
 - ▶ Understand general computing concepts
 - ▶ Understand how information networks operate
 - ▶ Become aware of security concerns and how to work safely
 - ▶ Effectively manage and use files and folders
 - ▶ Use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
 - ▶ Use the Control Panel
 - ▶ Find an installed application
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MODULES

Lesson 1: Getting Started

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

Lesson 2: Web Browsers and the Internet

- ▶ Basics of Web Browsers
- ▶ Browsing the Web
- ▶ Working with Book Marks
- ▶ Working with Web Pages
- ▶ Printing Web Pages

Lesson 3: Understanding Applications

- ▶ Application Basics
- ▶ Basic Applications
- ▶ Working with a Window
- ▶ Working with WordPad
- ▶ Working with Applications

Lesson 4: Wrapping Up

- ▶ Words From the Wise
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WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)