

## COMPUTER BASICS FOUNDATION TRAINING

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**Computer Basics  
Foundation  
Training Course**



**COURSE LENGTH: 1.0 DAYS**

Computer operation is a necessity in today's personal and professional lives. This course introduces a three-level comprehensive training course designed for those with little to no experience in using computers. Learn a deep understanding of the basic functions of a computer from this Computer Basic Foundation Training Course.

During this foundation training course, you will learn what a computer is and how it works, computer hardware, computer software, basic terms in computer operation, differences between a laptop and a desktop, parts and functions of computers, basic computing concepts and how to access the internet.

This Computer Basics Foundation 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.

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## COMPUTER BASICS FOUNDATION TRAINING COURSE OUTLINE

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### FOREWORD

During this training course, participants will learn basic computing concepts and basic functions such as using file folders, keywords, the mouse, the Windows desktop, Paint, Task Manager, Calculator, Internet Explorer, WordPad, NotePad and more.

This foundation training course in computer basics is designed for easy learning and understanding. The participants learn and practice to develop the ability to use a computer effortlessly.

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### OUTCOMES

This extensive course allows a participant to develop basic skills in operating a computer to fulfill tasks.

**After completing this course, participants will have learned to:**

- ▶ Understand basic computing concepts
  - ▶ Understand the difference between hardware and software, and how each works
  - ▶ Understand how information networks operate
  - ▶ Become aware of security concerns and how to work safely
  - ▶ Use the keyboard, mouse, and Windows desktop
  - ▶ Effectively manage and use files and folders
  - ▶ Use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
  - ▶ Use basic terms
  - ▶ Understand the functions of a computer
  - ▶ Browse the Internet
  - ▶ Download and save files
  - ▶ Understand how a laptop is different from a desktop computer
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### MODULES

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#### Lesson 1: Getting Started

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

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#### Lesson 2: Hardware Devices

- ▶ CPU and Memory
- ▶ Input Devices
- ▶ Output Devices
- ▶ Secondary Storage Devices

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#### Lesson 3: General Concepts

- ▶ Basic Terms
- ▶ Types of Computers
- ▶ Anatomy of a PC
- ▶ How a PC Works

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#### Lesson 4: Software

- ▶ The Basics
  - ▶ Operating Systems and Applications
  - ▶ How is Software Built?
  - ▶ Types of Software
  - ▶ Legal Issues
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## WEB LINKS

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