

PC Essentials Course Outline

- Duration:** 1 Day
- Benefit:** This course is designed for those delegates who wish to know the basics of starting-up a computer, creating files and understanding file management.
- Objectives:** On completion of this course, attendees will understand basic computing jargon, have the confidence to start-up a PC, create a file and understand email.
- Pre-requisites:** This course is designed for attendees with no experience in using a PC, keyboard or mouse.

● Basics of using a Computer

- Types of computer
- Hardware and software
- Basics of how a computer works
- Turning on the computer
- Using the mouse
- Click, double click and drag
- Using the keyboard
- Special keys
- Uppercase and lowercase
- Adding printers

● Understanding the Desktop

- Overview
- Understanding icons
- Navigating through the Start menu
- The Taskbar
- Shutting down the computer

● Using Windows

- Identifying parts of a window
- Title bar
- Scroll bars
- Menus/Tabs/The Ribbon
- Minimise and maximise buttons
- Moving and sizing windows
- Running and switching applications
- Using the help facility

● Creating a Document

- Entering text
- Editing text
- Spelling & grammar check
- Printing documents
- Saving documents

● Understanding File Management

- Drives and network drives – the jargon explained
- Navigation through drives
- Creating folders
- Selecting adjacent & non-adjacent files
- Moving and copying files
- Copying files to a CD/memory stick
- Deleting files
- The Recycle Bin

● Using Email

- Overview and explanation
- Web mail
- Sending email
- Email addresses
- Receiving mail
- Replying and forwarding mail
- Attachments
- Junk mail and Spam