



Introduction to Computers

(Free manual provided in Adobe PDF format)

Course Objectives

At the end of the course participants will be able to:

- Identify components of a computer including; software, hardware & networks
- Use the Mouse and keyboard
- Shut the Computer down
- Understand basic File Management
- Create and Save a Word File
- Use the Help function
- Digital Photos

Course Outline

Computer Fundamentals

- Identify various components of a computer
- Identify hardware
- Identify software
- Identify networks

Windows Environment

- Turn computer on
- Login to a network
- Check for viruses

Computer Orientation

- Using the Mouse
- Common Screen Elements
- Using the Keyboard

- Shutting down your PC

File Management Overview

- Filing with Computers
- Drives that effect you
- Working with Folders
- Working with Files

Working with Windows Explorer

- Starting Windows Explorer
- Windows Explorer Screen
- Elements of windows Explorer

- Files Naming Procedures

Creating and Saving Documents

- Creating a Document in Word
- Saving a Document

Help Features

- Identifying Troubleshooting techniques
- Rebooting your computer

Digital Photos

- Uploading Photos
- Copying Pictures

Pre-requisites

No prerequisites but experience with a keyboard and mouse is desirable.