17 September 2013

Computing for Complete Beginners

This course is aimed at those who have not used a computer before, or who have limited knowledge of how to use a computer.

Learners will get to grips with the keyboard, mouse, and some basic computer settings and by the end, they will be able to access the internet.

At the end of the course, learners will be able to:

- Safely turn a computer on and off
- Describe how to create a safe and comfortable environment when using a computer
- Hold the mouse correctly
- Use the mouse to left click, double click, right click and click and drag
- Explain the computer desktop
- Explain the difference between hardware and software
- Find out some basic information about their computer (Operating System, size of the Hard Drive, amount of Memory (RAM) etc.)
- Have an understanding of some of the 'jargon' and be able to identify differences between computer specifications
- Open the control panel and make changes to personalise their computer
- Explain the keys on the keyboard and use them effectively to type a letter
- Save a document
- Make a folder on the desktop
- Select sections of text and re-format some text to bold, italic or underline
- Cut and paste some text
- Launch Internet Explorer
- Use Google to search for information on the Internet
- Copy text and images from the Internet and paste them into a WordPad document

Learners do not need to bring anything with them.

Please let us know of any additional support you may require, when booking this course.

Tel: 01442 251930 to book