

## PC Awareness for Beginners

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### Course Objectives:

This course is designed for inexperienced users who are new to using a personal computer and Windows. Delegates will be introduced to the basic principles and some of the commonly used terminology. They will develop an understanding of how a PC works and what benefits it can bring. They will also gain hands-on experience of using a PC.

### Prior Knowledge Required:

The course is non-technical and no prior knowledge is required.

**Course Duration:** 1 day, but course contents can be tailored if required.

#### ❑ Why Use a PC?

An explanation of the concepts, uses and benefits of a personal computer.

#### ❑ What is Hardware?

An explanation of the various system components and their functions.

#### ❑ What is Software?

An introduction to the basics of operating systems, end-user applications and networking programs. Learn how they work and gain an understanding of the basic terminology.

#### ❑ Getting Started

Learn how to switch the computer on and become familiar with the keyboard and mouse and the Windows environment.

#### ❑ Document Management

Use Microsoft Windows Explorer to organise your documents. In particular you will learn how to copy and move documents; delete documents; rename documents; create folders; and find documents.

#### ❑ Introduction to Computer Networks

Learn the basics of using and accessing shared network files.

#### ❑ Introduction to MS Office Applications

Learn what each of the MS Office applications do and see some of them in use.

#### ❑ Printing

Learn how to print documents and how to use the print preview facility.

#### ❑ Storing Data

Understand the different types of storage media and how to work with disks and CD ROM's.



Quality Training (Scotland) Limited

T/F 01259 763332

E info@quality-training.co.uk

www.quality-training.co.uk

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