Intro to PCs
Basics

CLASS TRAINING

General Outline

This course is great for minimising the 'fear factor' many people have when learning and using computers for the first time.

The course guides participants through the basics in using a PC and shows them important shortcuts and easy-to-remember steps for carrying out common tasks efficiently.

Participants will carry out hands-on exercises in navigating the many files and folders to be found on a PC. This will assist in not 'losing' documents they may have misplaced.

Participants will learn how to create simple documents using Word, how to format information and then how to save the documents in particular folders so they can find them later! E-mail is an important communication tool so the course covers basics in sending and receiving e-mail.

Lastly, how to browse and correctly search on the Internet is covered in the hands-on exercises. Participants will have a chance to search for information that is of interest to them, such as business web sites or organisation intranets. Important shortcuts on how to prevent 'millions of hits' are covered as well.

Detailed Course Outcomes

♦ Computer Basics & Shortcuts (Windows 8.1):
  ⇒ Start a Windows PC and log on
  ⇒ Use shortcut tips and rules for using a Windows PC
  ⇒ Start and exit Windows applications using shortcuts
  ⇒ Move, size, maximise and minimise windows
  ⇒ Navigate and create folders to organise files
  ⇒ Use the Recycle Bin

♦ Word-processing Basics (MS Word):
  ⇒ Type a simple letter in MS Word
  ⇒ Edit and format text
  ⇒ Create, save and open files

♦ Spreadsheet Basics (MS Excel):
  ⇒ Create a simple spreadsheet in MS Excel
  ⇒ Enter headings, data and simple formulas

♦ E-mail Basics (MS Outlook):
  ⇒ Create a Gmail, Hotmail or similar e-mail account
  ⇒ Create, send and receive e-mail
  ⇒ Send attachments

♦ Internet Basics (Internet Explorer /Google Chrome):
  ⇒ Use shortcuts for browsing the Internet
  ⇒ Save web pages to favourites

Duration & Rate:

♦ 1 day public course ($319) OR
♦ 3 x 1-hour online ($132) OR
♦ Closed / Onsite (inquire)

Prerequisites:

Users need no experience with using a Windows PC.

Public Course Includes:

♦ Use of a computer for hands-on exercises.
♦ Extensive training manual.
♦ Refreshments.
♦ Certificate of attendance.
♦ After-course support.
♦ Online Help Desk support.

How to Book:

♦ Phone us on **(02) 6041 2711.**
♦ Email us at **office@classtraining.com.au**.
♦ Book online at **www.classtraining.com.au**.

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