



Intro to PCs for Beginners

Course Content

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 shows participants **important shortcuts** and easy-to-remember steps for carrying out common tasks efficiently.

An introduction to **understanding files and folders** is an important focus of the hands-on exercises. This will help people find their documents and files they may have misplaced.

Participants will learn how easy it is to create **and format simple documents** with Word and Excel (Google Docs can also be used).

E-mail is an important communication tool so the course covers basics in sending and receiving e-mail.

Lastly, how to **browse and search the Internet** is covered. Participants will search for information that is of interest to them. **Important shortcuts** on how to prevent 'millions of hits' are covered as well.

Detailed Course Outcomes

◆ Computer Essentials & Shortcuts:

- ⇒ 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 Essentials (Word or Google Docs):

- ⇒ Type a simple letter.
- ⇒ Edit and format text.
- ⇒ Create, save and open files.

◆ Spreadsheet Essentials (Excel or Google Sheets):

- ⇒ Create a simple spreadsheet.
- ⇒ Enter headings, data and simple formulas.
- ⇒ Create a simple chart/graph.

◆ E-mail Essentials (Outlook or Gmail):

- ⇒ Create a Gmail, Hotmail or similar e-mail account.
- ⇒ Create, send and receive e-mail.
- ⇒ Send attachments.

◆ Internet Essentials (Internet Explorer or Chrome):

- ⇒ Use shortcuts for browsing the Internet.
- ⇒ Save web pages to favourites.



Delivery & Duration

- ◆ 1 day public course, **OR** Closed / Onsite (inquire)
- ◆ For rates and dates, visit: classtraining.com.au/coursedates/22-intro-to-pcs-for-beginners/

Prerequisites

No experience with using Windows PC is assumed nor required.

Public Course Includes*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of session.
- ◆ After-course support.

How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email: office@classtraining.com.au
- ◆ Book online: classtraining.com.au/coursedates/22-intro-to-pcs-for-beginners/

