



# 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/](http://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](mailto:office@classtraining.com.au)
- ◆ Book online: [classtraining.com.au/coursedates/22-intro-to-pcs-for-beginners/](http://classtraining.com.au/coursedates/22-intro-to-pcs-for-beginners/)

