

# Course Overview



## Personal Computers

1 Day Course

## Introduction

### Course Description

*This course is designed for people who have never used or are new to using a Personal Computer (PC). The course concentrates on the PC and how to use it rather than learning how to use Word Processing or Spreadsheet programmes which are covered in our other introductory courses. The course covers using the mouse, the keyboard and explains the basic components of a computer. Things are explained in simple terms with no jargon and aims to get you working with your PC rather than against it!*

### Course Objectives

Upon completion of this course, you will be able to:

- Explain in simple terms how a computer works
- Explain in simple terms how the Windows™ operating system works
- Navigate the Windows™ Operating system
- Use the Help facilities within Windows™
- Demonstrate how to use the Windows™ operating system
- Start, stop and re-start your computer
- Use the mouse and explain what the buttons do
- Explain the main components of the keyboard
- Save and find your documents
- Create, rename, delete and move documents and folders

### Course contents

#### PC Basics

- Tour of your PC
- How computers work
- Setting up your PC

#### Windows Overview

- What is Windows™?
- Using Windows™
- Windows™ Menus
- Windows™ Help
- Useful utilities in Windows™
- Customising Windows™

#### Using your PC

- Starting, Stopping and Restarting your PC
- Using a mouse
- Overview of the keyboard
- Disc drives and storage

#### File Management

- Saving and finding documents
- Copying, deleting, moving and renaming documents
- Creating folders
- Deleting folders
- Renaming folders

### Who should attend?

*Anyone who had never used a Personal Computer (PC) before or has just started to use one. No prior knowledge of PC's is required. This is an ideal course to take before our other introductory courses if you are new to computing.*