

Introduction to Computers (6 hour course)

This course uses personal computers (PCs) and is suitable for new computer users, potential purchasers and people who are not very confident with using the computers that they have. It provides a useful introduction to the terminology associated with computers, covers some computer concepts and basic uses that computers can be put to, including file management, email and Internet use. It will also help you discover what a number of the extra keyboard keys are for.

Using the computer

- gain a basic understanding of various computer components
- learn how to use the computer, mouse and keyboard
- find out about ergonomics and how to avoid overuse injuries (OOS)
- find out the difference between the operating and application programs
- learn the difference between files and folders

Using Windows

- explore the Windows desktop and the taskbar
- learn the anatomy of a program window
- use common elements such as buttons, drop-down lists and check boxes
- learn how to open, resize, minimise, maximise and restore windows
- gain a basic understanding of the filing system used by Windows
- learn how to retrieve deleted items and empty the Recycle Bin

Working with emails

- learn how email works
- manage your email filing system
- send and receive simple e-mail messages
- reply to and forward messages, and delete unwanted ones
- print messages
- receive and send files as attachments
- use the address book to store email addresses

Using the Internet

- learn about how the Internet works
- find out how to go to a specified web site
- use a search engine to find more specific information
- print out a web page
- save pictures from a web page
- use and organise Favourites

Pre-requisites

There are no pre-requisites for this course.