Introduction to Personal Computers

What is a computer and how does it work?

Synopsis

This workshop is suited to those with little or no computer skills. Participants will learn the components of a computer, how to use the software to start applications, create folders, copy and move files and work with Windows.

- Healthy Computing
- Computer hardware
- Software
- Starting Windows
- Working with desktop windows
- Using common Windows Apps
- Data storage on your computer
- Working with folders
- Working with files
- Work processing
- Email

Who should attend

This course is suitable for those officers with little or no computer skills. Participants will learn about the various components of a computer; how to use the software to start applications; create folders; copy and move files and work with Windows.

Course Details

Delivery: Inhouse

Structure: Workshop / interactive

Time: 1 day workshop

Class Size: Max 15

Cost: On request

The Trainer

Jack Coad is an Experienced Senior Microsoft Office Suite trainer with over 35 year's expertise in delivering software applications training to hundreds of organisations and thousands of students.

He conducts training at all levels and in all versions and is also skilled in Visio, VBA in Excel, Crystal Reports and InDesign. Jack also conducts training as a Roving Trainer, upskilling multiple officers in one day with short one-on-one training sessions.

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