

Computer Literacy

What do I need?

Learners should be able to understand, read and write in English language. ABET or equivalent knowledge is essential for attending this course.

How long is the course?

3 Days

Who should attend?

This course is designed for a user who has never used a personal computer, and needs to learn the fundamental skills in order to operate a computer in their work environment.

Day 1

Introduction to Computer Hardware

Monitor and Central Processing Unit (CPU)
Disk Drives and Memory
Keyboard and Mouse
Printer

Keyboard Orientation

Typewriter and Numeric keys
Functions keys
Cursor Movement keys
Caps Lock versus Shift key
Enter, Spacebar and Tab keys
Basic Typing

Mouse Handling

Navigate using the Mouse
Understand and Use Mouse Buttons

Day 2

Introduction to Windows

Work with the Desktop
Use the Mouse Effectively
Move and Arrange Icons
Work with individual Windows
Size and Move Windows
Open and Close Menus
Choose Commands and Options
Minimise Windows
Maximise Windows
Manage Multiple Windows
Close individual Windows
Work with Dialog Boxes
Specify Options in Dialog Boxes
Use Shortcuts
Explore the Start Menu
Using Windows' Accessories
Start Application Programs in Windows
Get Help / Support
Customise Control Panel: Display, Mouse,
Date and Time
Files and Folders
Shut Down Microsoft Windows

Day 3

Overview of Applications

Understand and Use Different Application Programs

Word Processing

Create a Document
Save a Document
Close a Document
Open a Document
Understand and Use Save As
Edit a Document
Use Basic Text Formatting Options
Preview and Print a Document

Spreadsheets

Create a Spreadsheet
Save a Spreadsheet
Close a Spreadsheet
Open a Spreadsheet
Understand and Use Save As
Edit a Spreadsheet
Use Basic Cell Formatting Options
Preview and Print a Spreadsheet

E-Mail

Create New Message
Attach a file
Send and Receive Messages
Delete a Message
Print a Message