

Introduction to PC's

What do I need?

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

How long is the course?

1 Day

Who should attend?

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

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 Drills

Mouse Handling

- Navigate using the Mouse
- Understand and Use Mouse Buttons