

Introduction to the PC *or (Computer FUN[®]damentals)*

Course Information:

This course covers introduction to and the basics of using a Microsoft[®] Windows PC.

Course Objectives:

At the end of this course, the attendee should be able to effectively understand and show basic proficiency using a Microsoft Windows PC.

Training Format:

Mixture of Instructional, Workshop and Student participation.
Question and answer is encouraged.

Five sectional topic areas focus on:

1. Computer types,
2. Basic Windows environment,
3. Mouse and Keyboard usage
4. Internet topics,
5. Hardware topics



Time required to complete: 2 to 3 hours

Introduction

Types of computers: notebook, desktop

Difference between a Windows PC and an Apple Computer

The Desktop Interface

Elements of a Window

Contents of a Window

The Taskbar & System Tray

The Start Button

Using the mouse

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Using the keyboard

Saving files, filing systems and folders

Creating a Shortcut

The Windows Explorer Program

Using the Search Command

Using the System Tools (to obtain system Information)

The Control Panel

Add & Remove Programs

Networks and the internet

HTML, URL's, Web Browsers & Web Addresses

Searching the Web

The difference between *the web* & *E-mail*

Hardware Topics:

Computer Speeds

Disk Space, Hard Disks and Storage

Memory and RAM

Basic system maintenance

