PROFESSIONAL DEVELOPMENT TRAINING

5808 8521

REQUEST QUOTE

0.5 DAY COURSE

Computer Basics Advanced Training

This training course is designed for computer users who have little understanding of computer operations. This Computer Basics Advanced Training Course provides participants with an in-depth knowledge and skill development of basic computer applications, general computing concepts, and use of computer hardware and software.

This highly valuable and dynamic training course is now available Hong Kong wide including Central.

This Computer Basics Advanced Training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

What You'll Gain:

During this computer basic advanced training course, participants learn to understand how information networks operate, use of and difference between hardware and software, and general computing concepts. Participants also develop skills in using Windows applications such as WordPad, Internet Explorer, NotePad, Paint, Calculator, Task manager, and more.

The course is designed for an easy understanding of the use of important computer operations including operating systems and networking.

Outcomes

This short and comprehensive course is the fastest way to develop a deep understanding and skills to effortlessly use a computer.

After completing this course, participants will have learned to:

- Use the keyboard, mouse, and Windows desktop
- Understand general computing concepts
- Understand the difference between hardware and software, and how each works
- Understand how information networks operate
- Be aware of security concerns and how to protect your privacy

- Effectively manage and use files and folders
- Use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
- Use input, output, and storage devices
- Use operating systems and applications
- Understand legal issues, including licensing of software
- Understand and use networking and Internet basics
- Understand tele-commuting and the electronic world
- Understand ergonomics, safety, and the environment
- Understand malware
- Customise your computer
- Understand and using files and folders
- Use basic Windows applications
- Work with a window
- Work with applications
- Browse the Web

Modules

Lesson 1: Getting Started

- The Parking Lot
- Workshop Objectives
- Action Plans & Evaluations

Lesson 2: Working with Files and Folders

- The Basics of Files and Folders
- Managing Files and Folders, Part I
- Viewing File or Folder Properties
- Working with Files and Folders
- Compressing Files

Lesson 3: Working with the Computer

- First Steps
- Basic Tasks
- Using the Desktop
- Customising your Computer
- Printing

Lesson 4: Wrapping Up

- Words From the Wise

Talk to our expert team

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