PROFESSIONAL DEVELOPMENT TRAINING

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Computer Basics Expert Training

Being computer savvy is essential for personal and professional success. This computer basics expert training course provides practical skill development in computer fundamentals to help participants gain mastery with using a computer.

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

This Computer Basics Expert 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 training course, participants will learn the advanced features and functionality of a computer including browsing the web, working with various applications, working with web pages, and working with a window.

Outcomes

This extensive training course provides training in all basic functions of a computer so that you are able to use it effortlessly to perform basic functions including browsing the Internet, downloading, using word processing applications, and managing files and folders.

After completing this course, participants will have learned to:

- Use Calculator, Paint, Task Manager, WordPad, Notepad
- Resize windows, and move them
- Uninstall an application
- Halt a frozen program
- Switch between windows
- Work with a window
- Understand general computing concepts
- Understand how information networks operate
- Become aware of security concerns and how to work safely

- Effectively manage and use files and folders
- Use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
- Use the Control Panel
- Find an installed application

Modules

Lesson 1: Getting Started

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

Lesson 2: Web Browsers and the Internet

- Basics of Web Browsers
- Browsing the Web
- Working with Book Marks
- Working with Web Pages
- Printing Web Pages

Lesson 3: Understanding Applications

- Application Basics
- Basic Applications
- Working with a Window
- Working with WordPad
- Working with Applications

Lesson 4: Wrapping Up

- Words From the Wise

Talk to our expert team

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