PROFESSIONAL DEVELOPMENT TRAINING

Computer Basics Foundation Training

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Knowledge of computers is essential in today's world for personal and professional purposes. This four-level comprehensive course is designed for those with little to no experience in using computers. This Computer Basic Foundation Training Course provides a deep understanding of the basic functions of a computer, including the use of basic applications and operating system.

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

This Computer Basics Foundation 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 basic computing concepts and basic functions such as using file folders, keywords, the mouse, the Windows desktop, Paint, Task Manager, Calculator, Internet Explorer, WordPad, NotePad and more.

This foundation training course in computer basics is designed for easy learning and understanding. The participants learn and practice to develop the ability to use a computer effortlessly.

Outcomes

This extensive course allows a participant to develop basic skills in operating a computer to fulfill tasks.

After completing this course, participants will have learned to:

- Understand basic computing concepts
- Understand the difference between hardware and software, and how each works
- Understand how information networks operate
- Become aware of security concerns and how to work safely
- Use the keyboard, mouse, and Windows desktop

- Effectively manage and use files and folders
- Use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
- Use basic terms
- Understand the functions of a computer
- Browse the Internet
- Download and save files
- Understand how a laptop is different from a desktop computer

Modules

Lesson 1: Getting Started

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

Lesson 2: Hardware Devices

- CPU and Memory
- Input Devices
- Output Devices
- Secondary Storage Devices

Lesson 3: General Concepts

- Basic Terms
- Types of Computers
- Anatomy of a PC
- How a PC Works

Lesson 4: Software

- The Basics
- Operating Systems and Applications
- How is Software Built?
- Types of Software
- Legal Issues

Talk to our expert team

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