

# Computer Basics

**Duration: 1 Day**

## Description

Participants will become familiar with the functions of basic parts of a personal computer, with some of the common computer jargon and file management. In addition participants will be given a basic introduction to Outlook and Word.

## Prerequisites

There are no pre-requisites for this course

## Who Should Take This Course?

Computer users who want to gain confidence and a basic understanding of the computer environment.

## Objectives

- ✓ Computer know-how, memory and storage.
- ✓ Networks.
- ✓ Working in Windows.
- ✓ File Management.
- ✓ Introduction to Outlook
- ✓ Introduction to Word

## Outline

### Overview of the Personal Computer

- Basic Computer Types
- Components of a Computer System
- Hardware
- Printers
- Memory and Storage Devices

### Networks and Stand Alone Computers

- What is a LAN and WAN?

### Keyboard and Mouse Operation

- Special Keys and General Use
- Using the Mouse

### Computer Software

- Types and Functions of Software Packages

### The Windows Environment

- The Desktop
- Start Button and Taskbar
- Selecting menus and commands
- Dialog boxes
- Icons on the Desktop

### File Management

- My Computer
- Creating folders
- Moving and copying files and folders
- Finding, Renaming and Deleting files and folders
- The Recycle Bin

### Microsoft Outlook

- Sending and receiving messages
- Replying and forwarding messages
- Printing messages
- Working with Attachments

### Microsoft Word

- Creating and saving documents
- Navigating in a document
- Formatting Text
- Aligning Paragraphs
- Printing