PROFESSIONAL DEVELOPMENT TRAINING

Computer Basics Advanced Training

REQUEST QUOTE

0.5 DAY COURSE

The Computer Basics Advanced training course is designed for computer users who have the basic knowledge of computer operations but require more advanced skills to use a computer more easily and efficiently.

This course includes the following topics: basic computer operation, general computing concepts, how to customize your computer, operating systems, computer hardware and software (their differences and how they work), Windows applications (WordPad, Internet Explorer, NotePad, Paint, Calculator, Task manager, and more), computer security, and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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 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 deep understanding and skills in effortlessly using 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
- Customize 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
- Customizing your Computer
- Printing

Lesson 4: Wrapping Up

- Words From the Wise

Talk to our expert team

Phone:

Email: