PROFESSIONAL DEVELOPMENT TRAINING

Computer Basics Expert Training

REQUEST QUOTE

1.0 DAY COURSE

This Computer Basics Expert Training course brings your basic computing skills to the next level allowing you to be comfortable operating a computer in a work environment.

After completing this extensive training course, you will have learned: about general computing concepts, how to find, use and uninstall various applications (Calculator, Paint, Task Manager, WordPad and Notepad), using the control panel and web browsers, managing bookmarks, managing files and folders, how to work safely online and much more.

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

What You'll Gain:

During the training course, participants will understand 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

Phone:

Email: