PROFESSIONAL DEVELOPMENT TRAINING

Computer Basics Foundation Training

REQUEST QUOTE

1.0 DAY COURSE

Basic knowledge of computer operation is a necessity in today's fast-paced, electronic world. This Computer Basics Foundation Training course is designed for those with little to no experience in using computers.

This foundation training course covers: what a computer is, its parts and functions, computer hardware and software, the basic computing terms, differences between a laptop and a desktop, basic computing concepts, how to access the internet, security concerns, using the basic Windows applications, managing files 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 learn basic computing concepts and how to use basic functions such as using file folders, keywords, the mouse, Windows desktops, 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 computing basics 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

Phone:

Email: